Inviting New Members to Join an Organization’s Portal

If you want to invite other UNT students to join your organization’s portal, navigate to the Action Center for your organization (see “Action Center Quick Tips” here for more information) and click on the Roster tool from the Organization Tool Menu.

At the top of the page, click Invite People. Enter the campus e-mail addresses (i.e., their my.unt.edu address) you’d like to send membership invitations to. You can enter up to 500 e-mail addresses in the text box.

After you have added the e-mail address, click +Add E-mail Addresses. Once you have entered all e-mail(s), you can select which Position you would like these user(s) to be assigned to once they accept their invitation. This will set their permission levels within the org’s portal. For more info about Positions, see “Assigning People to and Changing Positions Quick Tips” here.

Click Send Invitations when all users have been added to the list.
Note: If you want different invited members to hold different Positions in the organization’s portal, you will need to invite them separately. You can always invite every user as a general "Member" and then manage individual Positions (see “Assigning People to and Changing Positions Quick Tips” here for more information).