Adding a member with 'Member' access
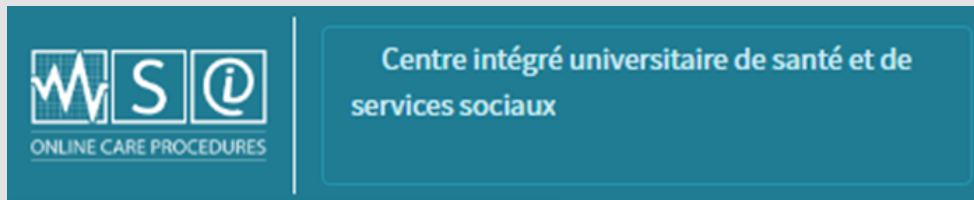
Technical Manager

1 Log in using a 'Member' access

2 Click on the institution's name in the top left-hand corner to access the institution's 'Dashboard'

3 Click on the "Members" tab
- The complete list of the institution's members will be displayed

4 Click on the "+ Add member" button located at the top left

5 Fill out the mandatory fields displayed

First Name *

Last Name *

Email address *

Preferred Language *

English

6 Fill out the fields in the next section if necessary:
- Roles: if the roles of technical and/or content manager need to be assigned to the person, check the appropriate box(es)
  - If no box is checked, the person will be a member