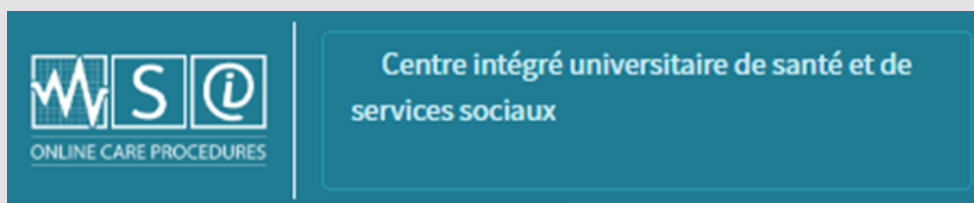


1 Log in using a 'Member' access

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 full list of institution members will be displayed
- The list of members can be sorted using the blue fields above the columns

User	User status ▾	Roles	Updated on	Joined on	Operations
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4 Click on the drop-down menu in the "Operations" column to:

- View member
 - Allows you to see the roles assigned to the member
 - Edit member
 - Allows you to correct the member's first name/surname as needed and to modify roles
 - Delete member
 - Allows you to delete the member completely (e.g.: inactive)
- *** WARNING: THIS ACTION IS IRREVERSIBLE ***

