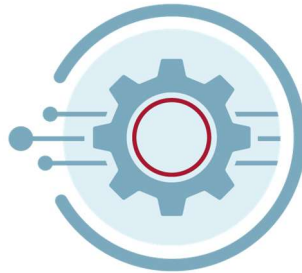




OMEGAFI®

December 22, 2022



OmegaOne

Hi, Heather!

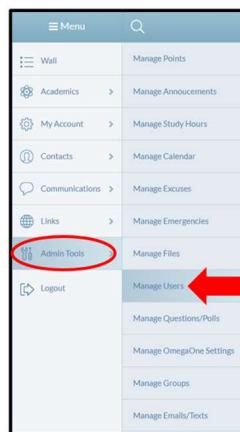
Don't wait...

***review and update your chapter's
OmegaOne users.***

FIRST...

**Go to *Admin Tools* >
Manage Users.**

**Check all *Access
Levels* and *Member
Types* to view all
users.**





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↓

Name	Member Type	Access Level	Login Info	Edit	Stats
	Member	Normal			
	Member	Normal			
	New Member	Normal			
	Alumni	Normal			
	New Member	Administrator			
	Member	Administrator			
	Member	Administrator			
	Member	Administrator			
	Member	Normal			

Edit User

Mute communication for this member
This will suspend all communication (emails, texts, push notifications) to this member until this setting is unchecked. This feature can also be used for those who study abroad, recruitment coordinators or regional area chapter advisors.

Re-send Login Email
This will send another email to this user reminding them to log into OmegaOne.

Permanently delete this member (this cannot be undone)
This will delete a member forever. Remember, if they just graduated you should consider simply switching them to alumnae on the previous screen rather than deleting them.

NEXT...
 Select the pencil icon for any user you wish to edit, send a login email, or delete.

LAST...

Select '+Add a User' to give access to new users.

Make certain to select the correct *Member Type* and *Access Level*.

Manage Users Click Tour

Administrator
 officer
 Normal
 New Members
 Members
 Alumni

Add A User

Personal/Contact Information

Do this **TODAY**, it only takes a few minutes.

Visit the [OmegaOne Help Center](#) for additional resources.