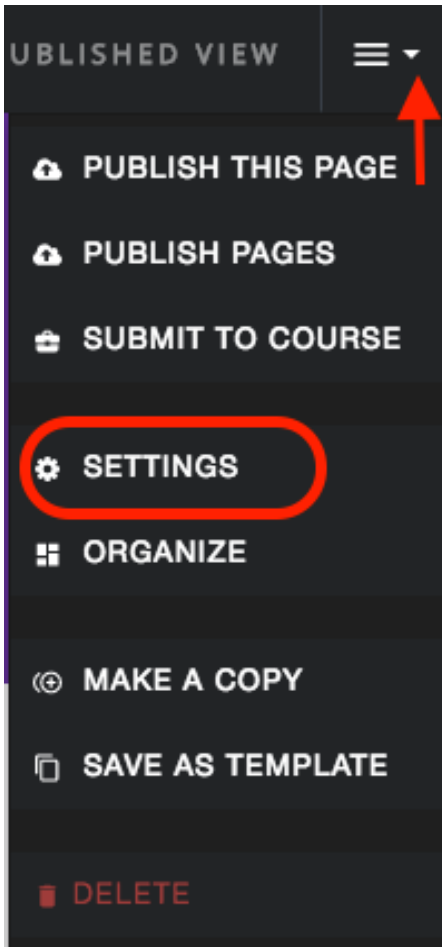


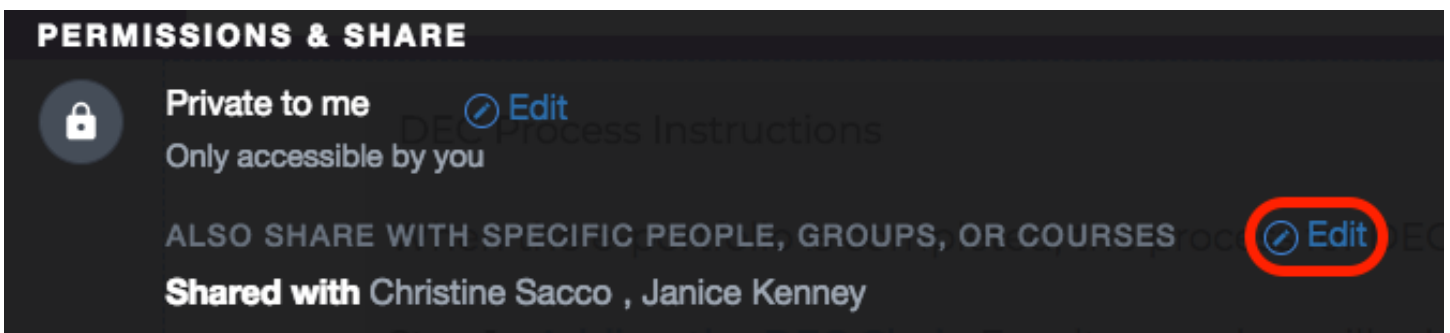


Adding DEC Chair

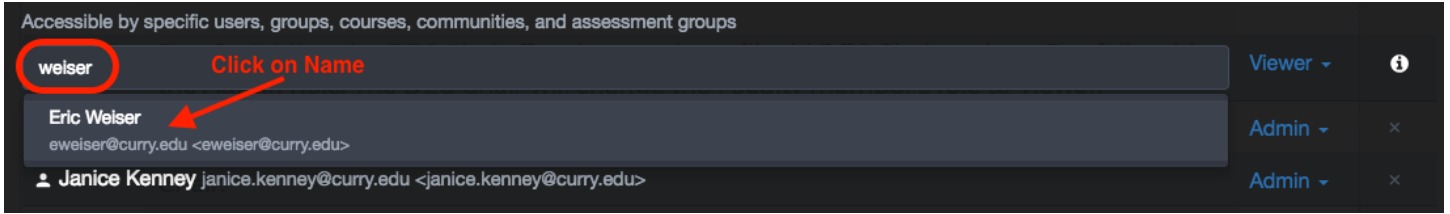
STEP 1: Click on the down arrow in the upper right-hand corner of the screen and choose **SETTINGS**:



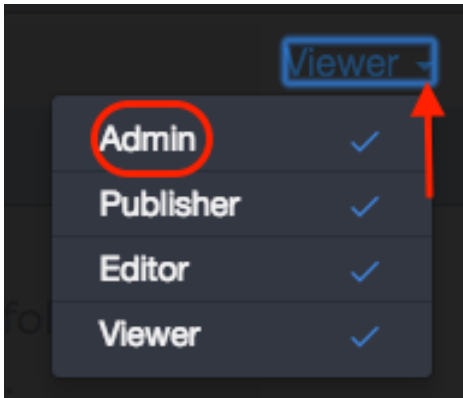
STEP 2: Under **PERMISSIONS & SHARE**, click on **Edit**:



STEP 3: Begin typing in the name of the DEC Chair. When you see the faculty name, click on it:



STEP 4: By default, the faculty member will be added as a **Viewer**. Click on the down arrow to the right of the person's name and choose **Admin**:



STEP 5: When finished, click on **Done** and **SAVE SETTINGS**:

