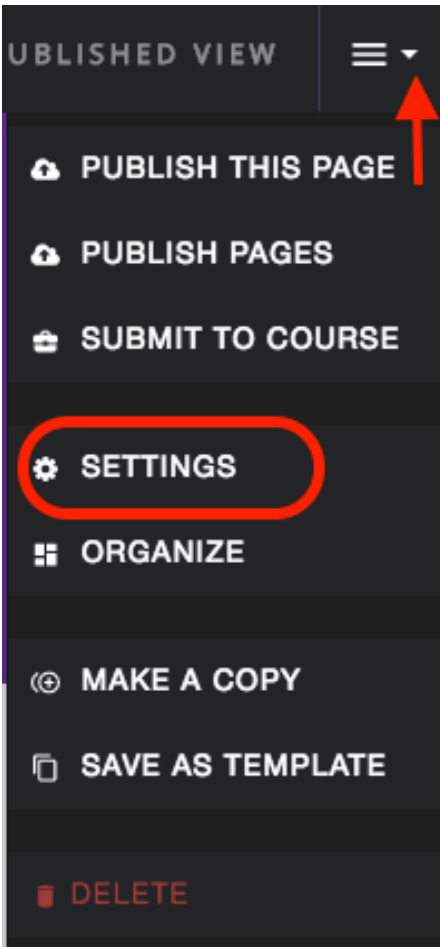


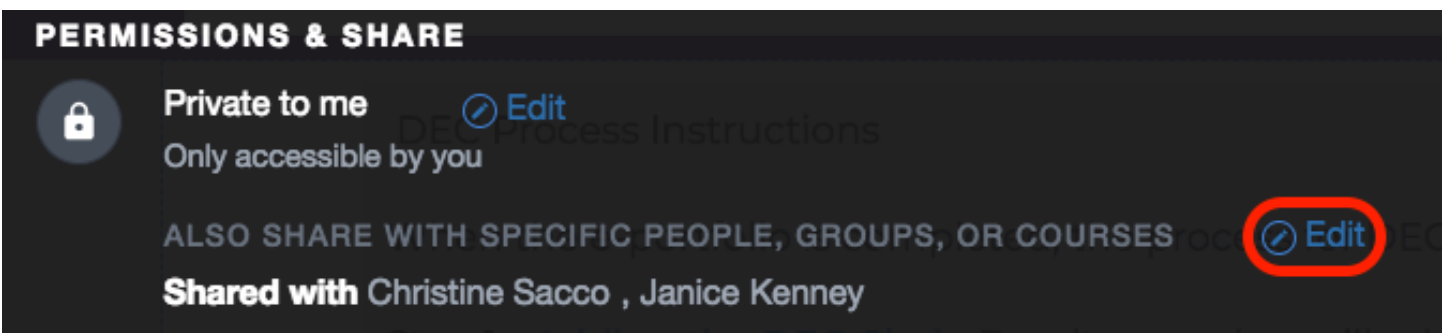


### Adding DEC Members

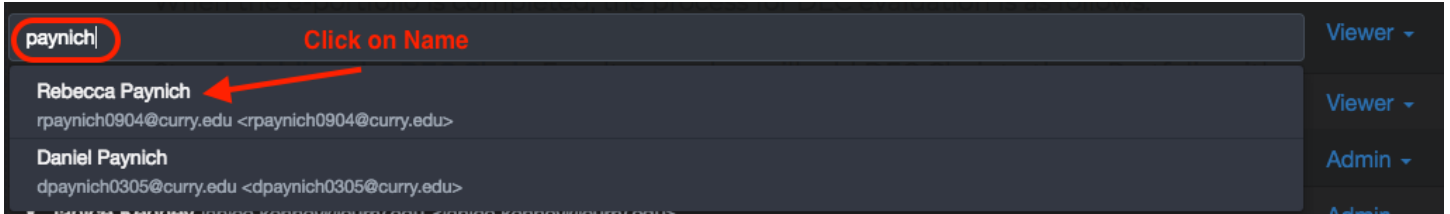
**STEP 1:** Click on the down arrow in the upper right-hand corner of the screen and choose **SETTINGS**:



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



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



The faculty member will be added as a Viewer which is correct. You need to do this for each member of the DEC Committee.

**STEP 4:** When finished, click on **Done** and **SAVE SETTINGS**:

