1. When you are in the candidate’s team, click on the three dots beside the name of the team in the left panel, and a menu will appear. Select “Add member”:

2. A window will appear and you will be prompted to enter the name, email, or distribution list you would like to add in a search bar. Names will show up in a menu below the bar, and you will need to select the correct name.
3. Once you have selected the correct name, it will appear in the bar and the “Add” button will turn purple. Click on “Add.”

The person’s name will be moved below the bar, and you will see that they are listed as a member:
4. If you are adding the candidate so they can upload files, you can simply select “Close” from the bottom of that window. If you are at the step where you are adding the appropriate College and Division representatives, then you will need to make them Owners within the candidate’s Team. You do this by clicking on the symbol that looks like the downward point of the arrow beside “Member”, and that opens a menu where you can select “Owner”:

- Add members to Diana Prince Tenure and Promotion Review

Start typing a name, distribution list, or security group to add to your team. You can also add people outside your organization as guests by typing their email addresses.

Start typing a name or group

Click here to open menu to change a member to an Owner

4. When it comes time for you to remove the candidate from the Team, you will need to click on the three dots beside the name of the Team in the left panel and select “Manage Team”:

- Diana Prince Tenure and Promotion Review

Click here to open menu to change a member to an Owner
6. Click the arrow beside “Members and guests”, then click on the X in the Role area to remove the member from the Team: