

Administrative Access

Administrative access to the National Database is granted via a tiered structure. What a member can edit in the database is dependent upon at what level their access is granted. Diocese administrators have the ability to edit everything in their diocese, District Council administrators in their district and so on. (For more information on administrative level see the Administrative Scope documentation) Access is granted by an administrator of the level above yours in the database structure. The national office grants permissions to the diocese administrator. The diocese administrator grants access to the district administrator and the district to a conference administrator. (for additional explanation see the Administrative Scope documentation) The only exceptions to this structure are isolated conferences who receive their access from the national office.

To give a member administrative access you first navigate to their record by either searching for them via the search box on the home screen, or by finding them in their home grouping membership list. Clicking on View next to the members name in either the search results or membership roster will take you to a member's record.

The record contains contact information on the left hand side. This contact information can be edited if changes are needed. For more information on Member contact information see the Members Records document.

The middle of the page contains the access information for a member.

This Person does not have online access.
Add Online Access:

Username (e-mail address)
 Password

Contact Preferences:
Contact by Mail: Yes No
Contact by E-mail: Yes No
Contact by Phone: Yes No

Grouping Membership
Gail Rowe is a member of the following groupings:

- [Archdiocese of Denver](#), Member ([change to Administrator](#)), Home Grouping
National Council Member

The first line tells you whether the member has online access. Online access only gives a member the right to view the database. In order to make changes to the database the member must have administrative access. To have administrative access, however, you must have only access.

Online access is given via a username and password. To set a members online access up, type a username in the first yellow box. A username must be an email address. Set the password by typing a unique word in the second yellow box. It is best practice to make passwords at least eight characters long, with both numbers and upper and lower case letters. Once you have typed in the password, click Authorize and the member will have access.

This Person has online access.

[Remove Online Access](#)

Edit Online Access:

Username (e-mail address)
 Password

Contact Preferences:

Contact by Mail: Yes No

Contact by E-mail: Yes No

Contact by Phone: Yes No

Grouping Membership

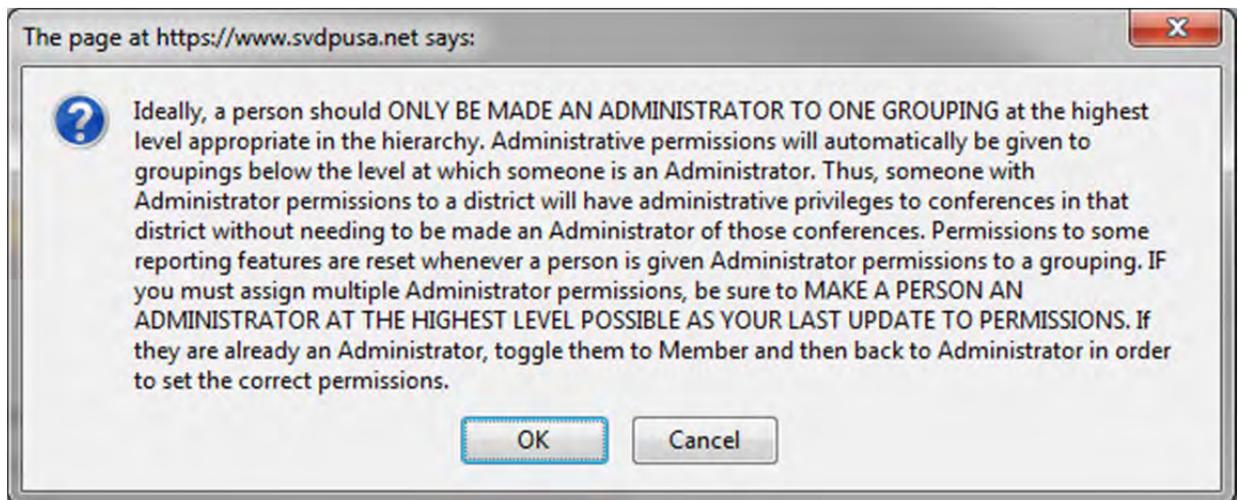
Wendy VanDeventer-Jones is a member of the following groupings:

- [National Council](#), Administrator ([change to Member](#)), Home Grouping

Online access is now noted at the top of the middle section. The username and password of the member can be edited by simply typing the new information in the appropriate blanks and clicking update.

Below the username and password, you will find contact preferences. These are used to determine which, if any, methods of communication a member would like to opt out of. These preferences can only be changed by the National office.

Under the Contact Preferences is a listing of the Grouping Membership for the member. The listing contains all groupings the member is associated with. Just after the grouping name is the where a member can be made an administrator. If Member (change to Administrator) follows the grouping name, clicking change to Administrator will give the member administrative privileges. When you make someone an administrator a popup warning will appear.



This popup explains that a person should be made an Administrator at the highest possible level and advises how to set correct permissions. You must click OK for the person to be made administrator. You will be able to verify administrator status by viewing the Grouping Membership section.

Morse is a member of the following groupings:

- [National Council](#), Administrator ([change to Member](#)), Home Grouping

Administrator is now listed as the status of the member in the grouping. At any time administrative privileges can be removed by clicking change to Member. If a member clicks this link while logged in as an administrator they will remove their own privileges and will have to be reset by another administrator at their level or above.