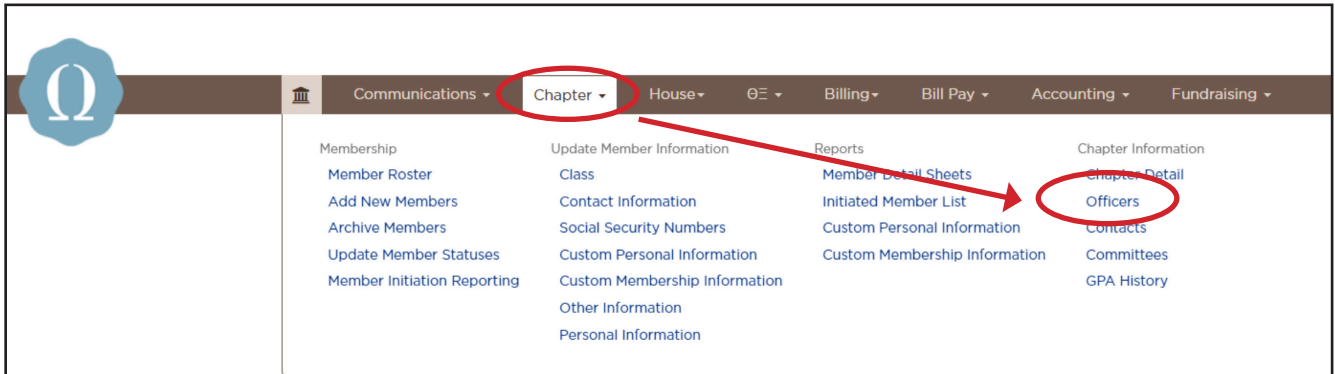


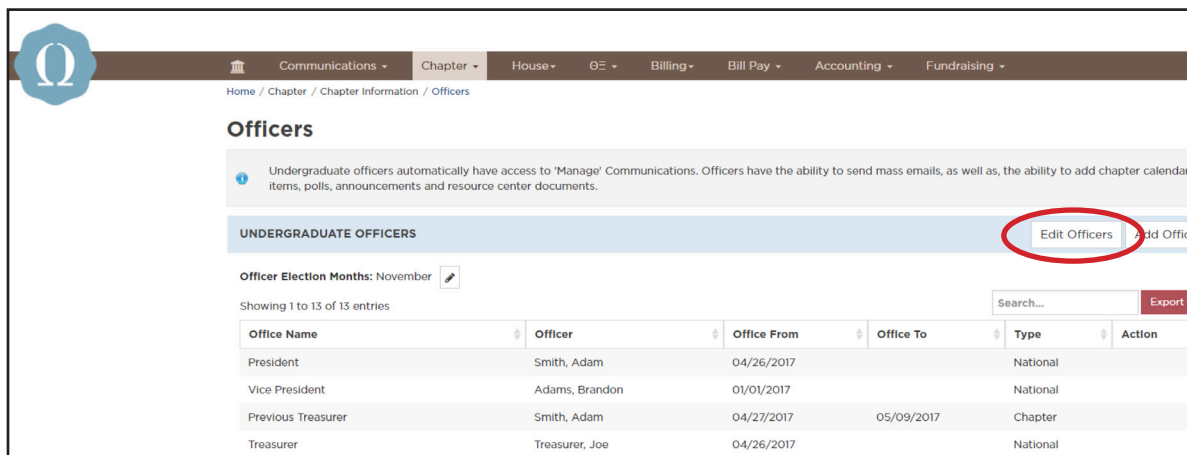
Report New Officers in Vault

How it Works

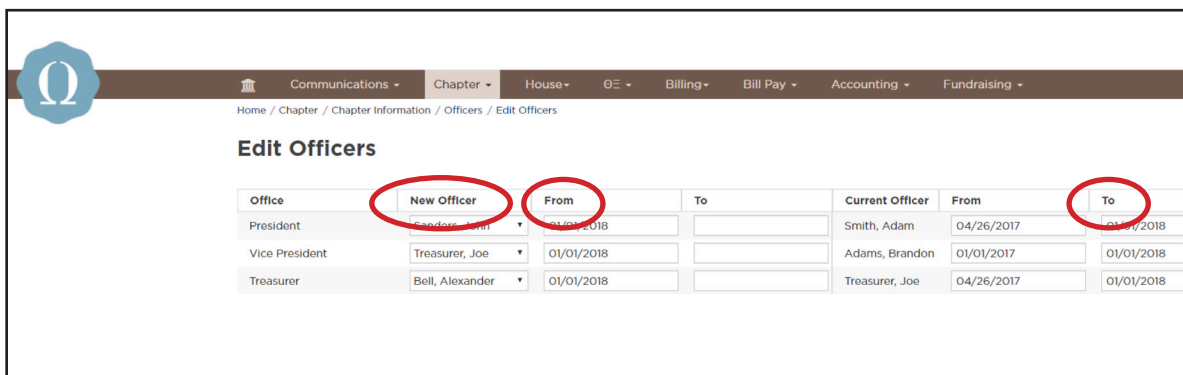
Report outgoing and incoming officers via Vault > Chapter > Officers.



1. Select 'Edit Officers'



2. In the first column select the new officers and add the date their term begins. Add a 'To' date to the last column indicating when the previous officer's term ended.

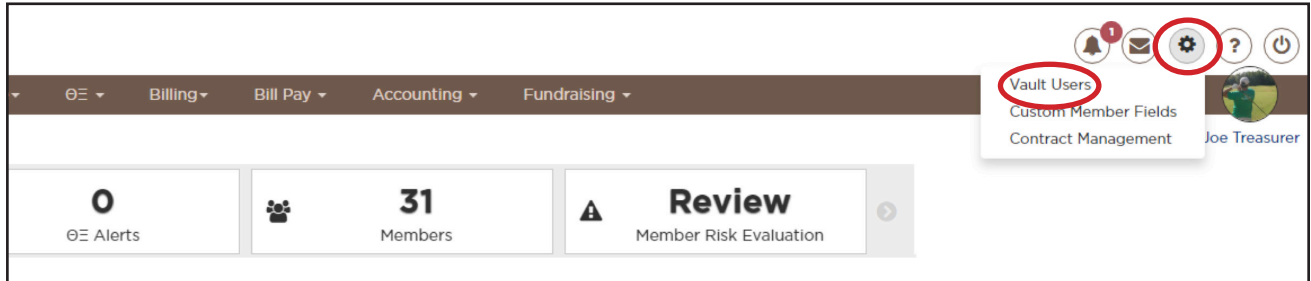


For more information or with questions, contact: Your OmegaFi Account Manager at 800.276.6342 or Amy Collins, Member Services Coordinator, at amy@thetaxi.org or 800.783.6294.

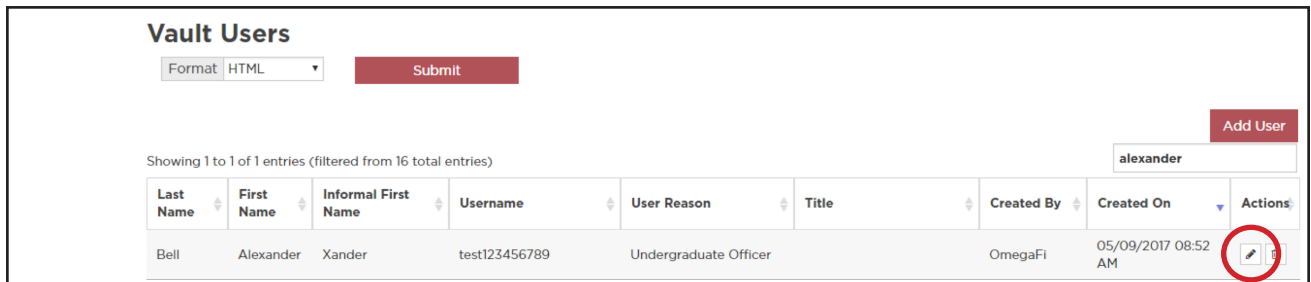
Add Vault access

Per Theta Xi Headquarters, Treasurer and President should manage all Vault menus. Secretary should manage Communications and Chapter menus at a minimum. Undergraduate officers automatically have access to manage Communications.

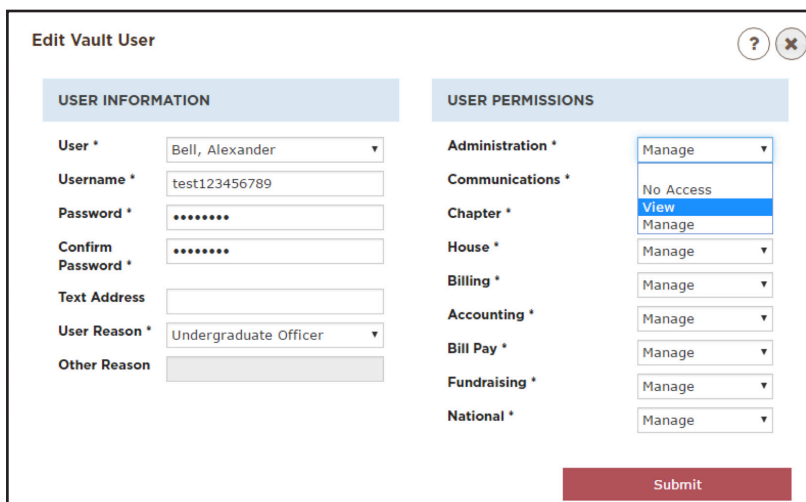
1. From 'Administration' > Vault Users



2. Find the appropriate officer or use the 'Search' field, click the pencil/'edit' button in the Actions column.



3. Select the appropriate access for each Vault menu based on the officers' responsibilities.



Remove Vault access

Click the 'delete'/trash can icon in the Actions column to remove Vault access from a previous officer.