Add an Admin to an Assignment

Last Modified on 08/15/2024 10:34 am EDT

1. From your **Dashboard**, select **View All** from the Assignments box.
2. Locate the desired assignment using the filters.
3. Select the cog icon under the Actions column for the desired assignment.
4. Select **Add Users**.
5. Select the **Staff/Admin** tab.
6. Locate the desired person.
7. Select **Add and go back**.