

# How to change permission on bods connect

## Step-by-step guide

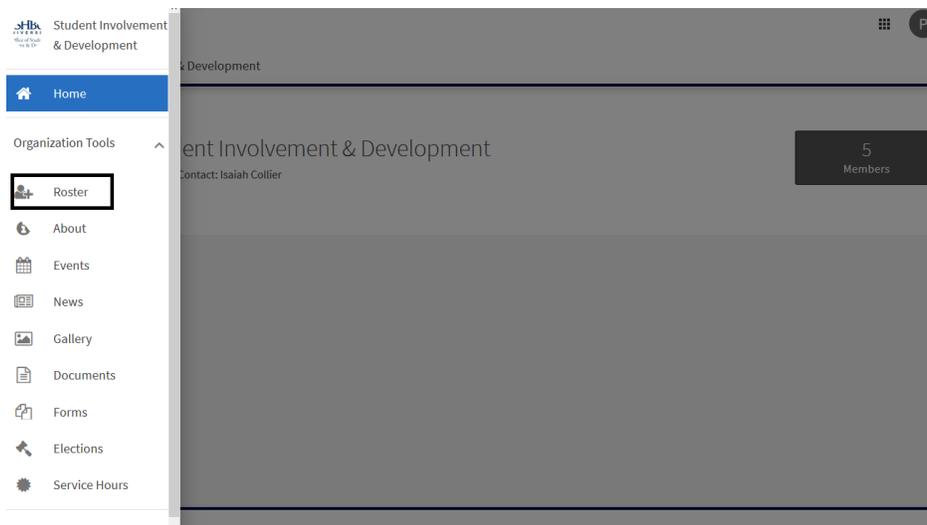
### Roster management series (Part 3 of 3)

Go to Bods Connect at [www.washburn.edu/bodsconnect](http://www.washburn.edu/bodsconnect)

Log into Bods Connect using your single sign on (Washburn Username and password).



Click on Roster



Then go on the 'Pen' located on the right for each member of your organization.

The screenshot shows the 'Manage Roster' interface. At the top, there are tabs for 'CURRENT', 'PENDING', 'PROSPECTIVE', and 'TERMS AND CONDITIONS'. Below the tabs are two buttons: 'END MEMBERSHIP' and 'END ALL MEMBERSHIPS'. A search bar is located on the right. The main content is a table with columns for 'Select', 'First Name', 'Last Name', and 'Positions'. Each row has a checkbox in the 'Select' column and a blue pencil icon in the 'Positions' column.

Select	First Name	Last Name	Positions
<input type="checkbox"/>	Angela	Valdivia	Academic/Campus Department Administrator
<input type="checkbox"/>	Christopher	Miofsky	Academic/Campus Department Administrator
<input type="checkbox"/>	Isaiah	Collier	Academic/Campus Department Administrator
<input type="checkbox"/>	Patricia	Alferéz	Director
<input type="checkbox"/>	Paul	Mismaque	Director Campus Advisor

Here you will be able to change the permissions or positions of the person.

The screenshot shows the 'Manage Positions' dialog box overlaid on the roster table. The dialog box has a title bar 'Manage Positions' and a close button. It contains a list of positions with checkboxes: 'Academic/Campus Department Administrator', 'Campus Advisor', 'Chief of Staff', 'Committee Chair', 'Co-President or Vice President', and 'Director'. The 'Director' checkbox is checked. Below the list is a warning message: 'Positions that are disabled may only be added or removed by an administrator.' At the bottom of the dialog are 'SAVE' and 'CANCEL' buttons.

Manage Positions

- Academic/Campus Department Administrator
- Campus Advisor
- Chief of Staff
- Committee Chair
- Co-President or Vice President
- Director

Positions that are disabled may only be added or removed by an administrator.

SAVE CANCEL

Have questions? Contact us at [studentinvolvement@washburn.edu](mailto:studentinvolvement@washburn.edu)