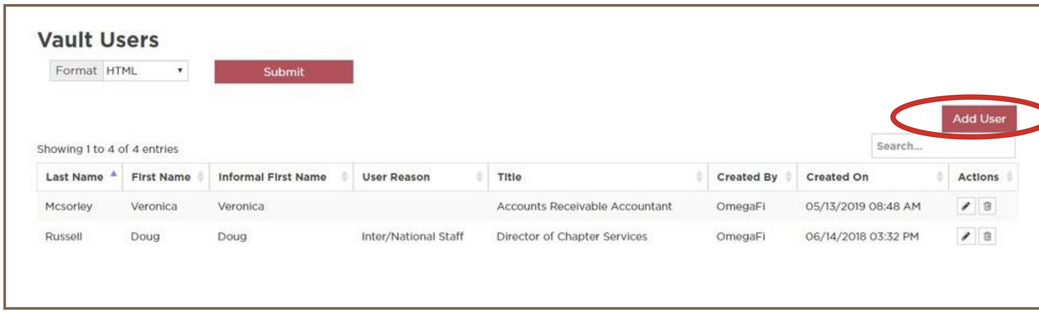
Delta Tau Delta Assigning Vault User Permissions

Certain Delta Tau Delta Central Office staff will be listed as contacts on all Vault accounts and will have user permissions to all menus.

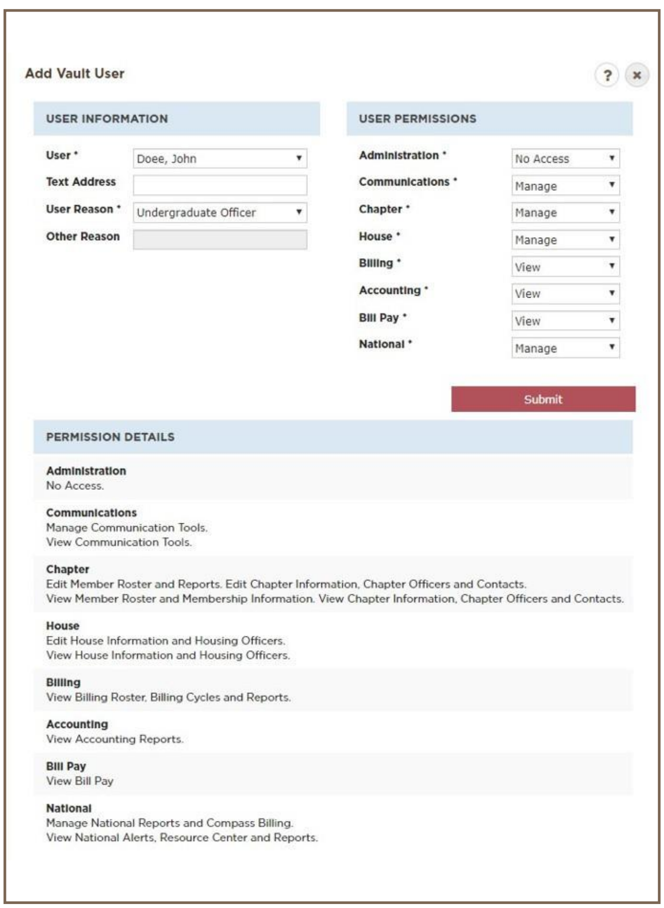
1 **Once officers are updated, user permissions must be added for them as well via Vault> Administration (Gear Icon)> Vault Users.**

2 **Select 'Add User'.**



***Edit or delete permissions by clicking the applicable icon in the 'Actions' column. Delete permissions for outgoing officers by clicking the trash icon.**

3



Select the user to add, the user reason, and set user permissions for each menu in Vault.

There are three levels of user permissions- No access, View and Manage. Note the permission details at the bottom.