# Creating Positions and Assigning Org Tool Menu Access

If your organization has its own specific Position titles, beyond the ones that Student Activities provides, that you want to create in your organization's portal, you are able to do that. It is important to create Positions to allow different members, officers, advisors, etc., to have different access levels to documents, forms, events or other tools. To create new Positions for your organization, navigate to the Action Center for your organization page (see "Action Center Quick Tips" here for more information) and click on the *Roster* tool under the Organization Tool Menu.
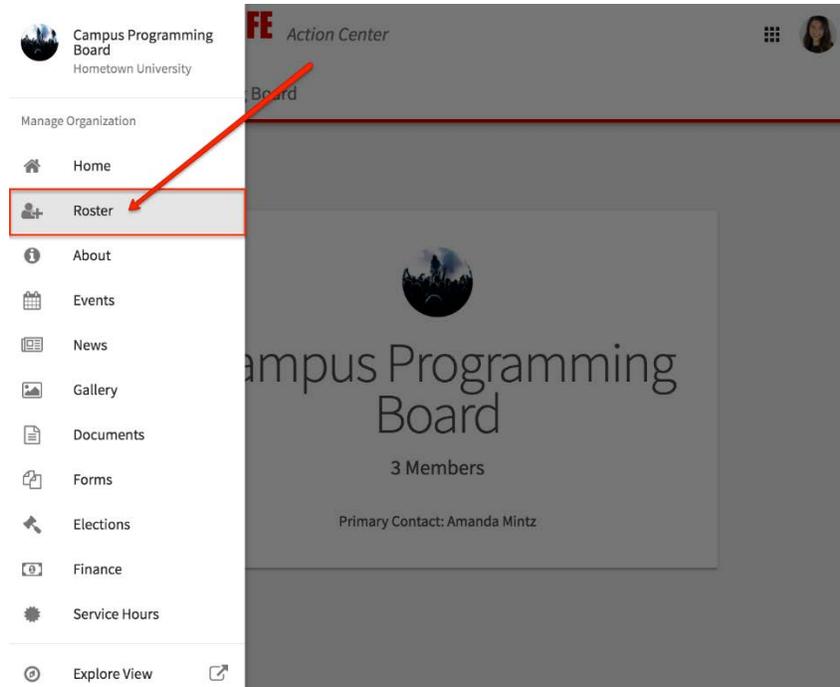
Keep in mind you will need the appropriate level of access to manage the Roster in order to create new Positions. From the *Roster* menu, click *Manage Positions*. A list of all the current positions available for your organization will be listed. Some of these may have been previously created by the organization, while others were created by Student Activities.
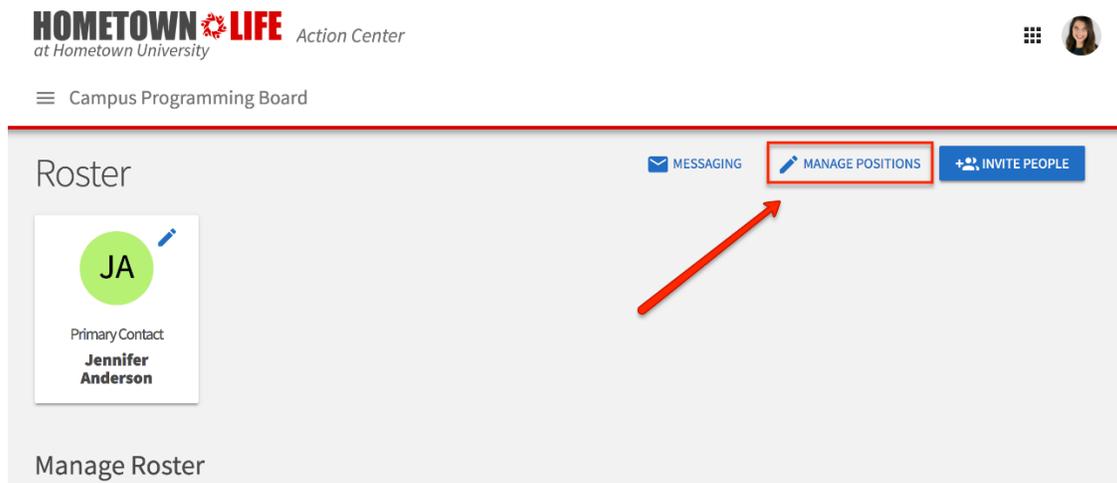
To create a new Position, click *+Position* at the top of the page. You will see the following:

Create Position

Create a new position that is unique to your organization. You can grant *no*, *all*, or *limited* access.

Position Name should be the name of the position being created (i.e. Historian, Technical Guru, etc...) and not the name of the person who will or who is currently in the position. Once created you can assign the position to members on the **Manage Roster** page.

*Position Name
_____

Position Type
Members   ⬍

☐ Show holders of this position on the organization's roster

☑ Active   *(If not checked, the position will only be available as a Past Position)*

Set Management Access

⦿ No Access
     People with this position can access NO management features
◯ All Access
     People with this position can access ALL management features
◯ Limited Access
     People with this position can access the management features selected below

[CREATE]   CANCEL

Give the Position a name. Keep in mind the name should be of the Position or role itself (e.g., Historian, Secretary, Committee Head), not of the specific member who will eventually hold this Position in your organization.

Then assign the Position to the Position Type that is most appropriate. These types are determined by Student Activities and cannot be altered.

Check the box next to "Show holders of this position on the organization's roster" if you want members holding that position to be visible on the roster page of your organization's page.

If you want the position to be available for users to hold immediately, select "Active." If this is not checked, the position will only be available as a past position (e.g., if in a few years the org gets rid of the Historian position, you would uncheck this box so that the position becomes inactive).

Finally, you will need to set the management access for this Position. Positions with "No access" will not be able to manage any tools within the organization's portal. "All access" allows Position holders to manage every tool within the organization's portal - these are the users who will have the most content management capabilities within your portal. "Limited access" allows you to customize the level of access the Position should have for each tool within the portal. See below for information about what each level of access will allow for each tool.

Organization Tool	None	View	Full
Registration Forms	Cannot view registration form submissions.	Can view the organization's registration profile submission, but cannot edit it.	Can edit and resubmit the organization's registration profile.
Documents	Only able to see documents that have been shared publicly or with that user's position.	Able to view all documents, but cannot edit, delete, or create them.	Has full access to documents, including the ability to create, edit, and delete them.
Messaging	Does not have access to the messaging tool, but will receive messages sent to them.	Can view messages sent from the organization but cannot create new message relays.	Has full access to send message relays to members of the organization.

Events	Only able to see events that have been shared publicly, within their organization, or ones they have been invited to.	Able to view all events and Event Applications, but cannot edit, delete, or create them.	Has full access to events and Event Applications, including the ability to edit and delete them, manage invitations, and manage event attendance.
Wall	Can view and contribute to the wall.	Can view and contribute to the wall.	Can view and contribute to the wall.
Roster	Can view the public roster of members but has no management access for the roster or Positions.	Can view all members of the organization and organization-created positions, but cannot make edits to the roster or create new positions.	Can manage the roster, including the ability to create and edit positions, invite members, and approve memberships.
Profile (About)	Can only see the basic profile of the organization.	Can view the full organization's profile but cannot update it.	Can edit the organization's profile.
News	Only able to see news posts that have been shared publicly or with the organization.	Able to view all news posts, but cannot edit, delete, or create posts.	Has full access to news, including the ability to create, edit, and delete posts.
Forms	Only able to see forms that have been shared publicly or with that user's position.	Able to view all forms, but cannot edit, delete, or create them. User can also view form submissions but cannot approve or deny them.	Has full access to forms, including the ability to create, edit, and delete forms and manage form submissions.
Photos	Only able to see photo galleries that have been shared publicly or with that user's position.	Able to view all photo galleries, but cannot edit, delete, or create them.	Able to manage all photo galleries, including the ability to edit, delete, and create them.
Elections	Only able to see elections that have been shared publicly or with that user's position.	Able to view all elections and election results, but cannot edit, delete, or create them.	Able to create, edit, and delete elections and view results.

When you are finished determining the level of access for the Position, click *Create*. Once the Position has been created, it may take a few minutes before it can be assigned to a member. If you do not see the Position immediately, give the system a few minutes while the Position is being generated. For information about adding or changing members' Positions, please read our quick tip on "Assigning People to and Changing Positions Quick Tip" here.