CALPENDO

How to add or remove “users” to a project/study:

Only the 1) ‘owner’ (the person who ‘built’ the project) or 2) the person who was designated ‘study coordinator’ during the project build is allowed to add or remove users of a project.

**Google Chrome**:

* Click on “Projects”
* Click on “My Projects”
* Find the project from which you wish to add or subtract users and **click on the line to highlight it.** **DO NOT place a checkmark** in the box to the left of the project.
* Just below the box of project names, click “EDIT”.
* At the bottom left hand corner, in yellow, click on “Users”.
* Click the drop down arrow just to the right of “Please select a user to add”. The users are in alphabetical order. You can also just start typing the last name of the person you wish to add as a user, if the user is registered in Calpendo, the name will fill in as you type.
* Click on the user you wish to add.
* If you wish to remove a user that was previously added, click the box in front of that person’s name, then click “Delete” below.
* Click “Save” (just below the box of project names)