



Assigning Student Assistant Permissions within Owl Life

This guide will walk you through how to assign Student Assistant permissions to your student employees within the Owl Life system for your areas of responsibility. Student Assistant permissions give your student employees

Step 1.

Log in to Owl Life at owllife.kennesaw.edu

Step 8.

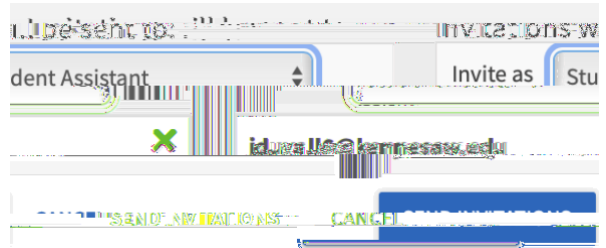
vii. News: The News tool allows you to keep your members up-to-

- b. On the Invite People page, you will be prompted to enter the email addresses of those you wish to invite to join. For the purposes of assigning the Student Assistant position, only invite users for whom you wish to assign this position.



- i. Type their KSU email address in the white text box. If you are entering multiple addresses, you will need to separate each address within either a comma or enter each address on a separate line.
- ii. Click the white ADD E-MAIL ADDRESSES button.

- c. A new form section will populate call



to invite the users directly into the Student Assistant position (*Image I*).

- i. Click the drop-down menu and select the Student Assistant position.
- d. Click the blue *SEND INVITATIONS* button.
- e. Your student employee will receive an email to their KSU student email account notifying them of their invitation. They will need to open this email and accept their invitation. Once they have accepted the invitation, they will automatically assume the Student Assistant position within your Owl Life organization page.

Step 15.

If your student employee is already a member of your organization (as determined after completing Step 13) you should see their name after having conducted a search for their name within the Roster. Click on the blue pencil icon to the right of their name to edit their position(s) (*Image J*).

Step 16.

A pop-up window will open allowing you to select (or deselect) the positions you would like to have associated with the member (*Image K*). After making your selection(s), click the blue SAVE button and the window will close.

Step 17.

You have successfully assigned the Student Assistant position to your student employee. If you need to assign the Student Assistant position to additional students, you may start the process again beginning with Step 13 of this document.

Chart of Management Access Permission Settings

Tool <i>Registration</i>	No Access	View Access	Full Access
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