

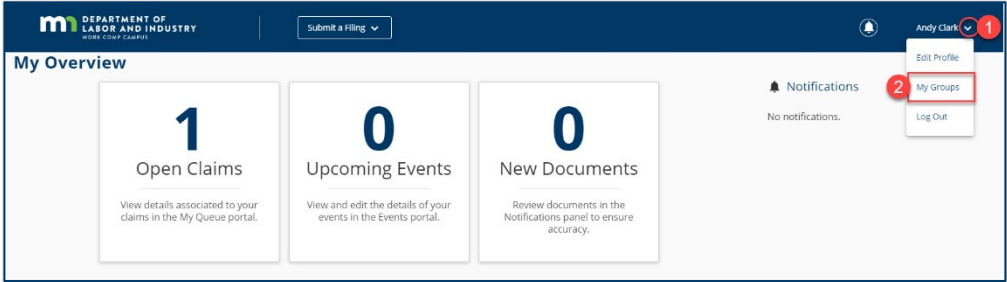
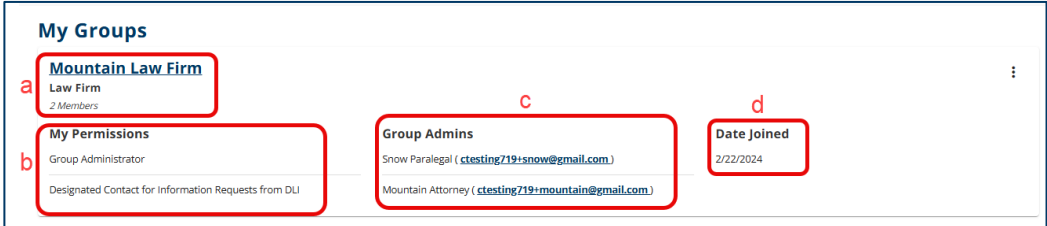
## Work Comp Campus group administration manual

Group administration tasks, such as adding members to a group, changing permissions, editing relationships and more, can only be performed by a group administrator within Campus.

There are several actions needed for a group administrator to grant permissions or create relationships for users within Campus.

- The individual must register in Campus, making themselves a Campus user.
- A group administrator of the group adds the user as a member of the group. Only members of groups can access claims in Campus, with the exception of injured workers.
  1. A group administrator can then assign specific permissions to any members within the group.
  2. A group administrator can also link individual users within the group to share claim access with each other, such as linking a paralegal to an attorney.

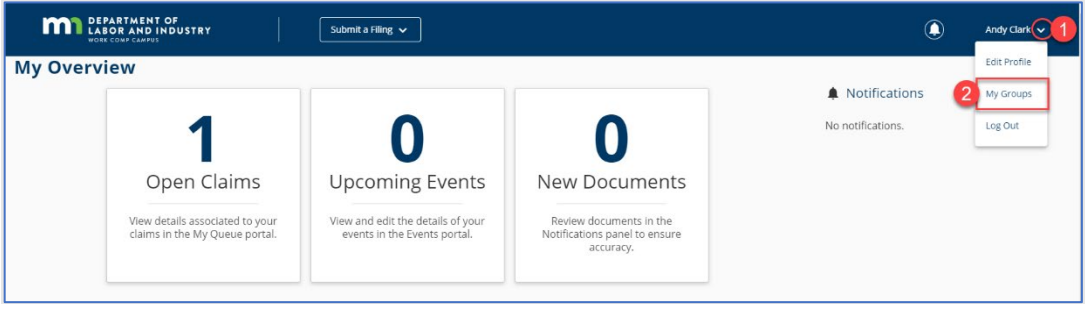
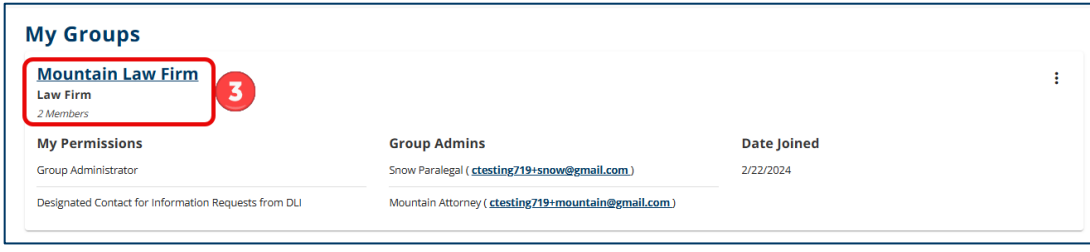
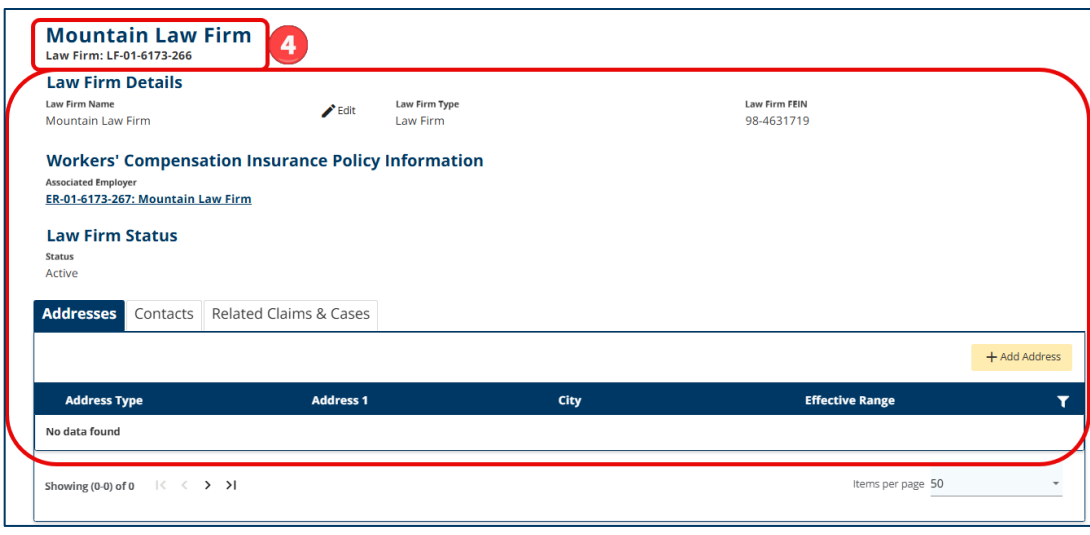
### Viewing group information

Instructions	Visual aids
<ol style="list-style-type: none"> <li>1. At the top of the user dashboard (homepage), click the drop-down arrow next to the user's name.</li> <li>2. Select <b>My Groups</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>3. The <b>My Groups</b> page lists the groups you are associated with.</li> </ol> <p>Each group you are associated with shows:</p> <ol style="list-style-type: none"> <li>a) the number of members;</li> <li>b) user permissions;</li> <li>c) group administrators; and</li> <li>d) the date joined.</li> </ol>	

# Viewing and editing entity details

An entity can be an individual user within Campus or a group, such as an employer, insurer, third-party administrator, trading partner, law firm, rehabilitation providers or supplemental entities. Except for employees, all entities can view entity details. To edit entity details, you must have the profile management designation.

**Note:** Any edits made to the entity name or address information will be submitted to DLI and require approval. When the request is approved by DLI, the changes will be reflected in Campus.

Instructions	Visual aids
<ol style="list-style-type: none"> <li>At the top right of the user dashboard (homepage), click the <b>drop-down</b> arrow to display the menu.</li> <li>Select <b>My Groups</b>.</li> </ol>	
<ol style="list-style-type: none"> <li>The <b>My Groups</b> page lists the groups you are associated with. Click on the hyperlink for the entity you wish to view or edit.</li> </ol>	
<ol style="list-style-type: none"> <li>The <b>Entity Details</b> page has the name of the entity at the top and relevant information about the entity below.</li> </ol>	

- From this page, the group name can be updated by clicking on the **Edit** button next to the group name.

**Mountain Law Firm**  
Law Firm: LF-01-6173-266

**Law Firm Details**

Law Firm Name: Mountain Law Firm 5 Edit Law Firm Type: Law Firm Law Firm FEIN: 98-4631719

**Workers' Compensation Insurance Policy Information**

Associated Employer: ER-01-6173-267: Mountain Law Firm

**Law Firm Status**

Status: Active

**Addresses** | Contacts | Related Claims & Cases

[+ Add Address](#)

Address Type	Address 1	City	Effective Range
No data found			

Showing (0-0) of 0 | [<](#) [>](#) | Items per page 50

- The **Update Group Name** window will display. Under the text field, edit the group name.
- When complete, click the yellow **Save** button to confirm the changes or click **Cancel** to exit without any changes being made.

**Update Group Name**

Make any needed changes to the information below.

**Law Firm Name**

Mountain Law Firm 6

[Save](#) 7 [Cancel](#)

- To add an address for the group, click on the yellow **+Add Address** button.

**Mountain Law Firm**  
Law Firm: LF-01-6173-266

**Law Firm Details**

Law Firm Name: Mountain Law Firm Edit Law Firm Type: Law Firm Law Firm FEIN: 98-4631719

**Workers' Compensation Insurance Policy Information**

Associated Employer: ER-01-6173-267: Mountain Law Firm

**Law Firm Status**

Status: Active

**Addresses** | Contacts | Related Claims & Cases

8 [+ Add Address](#)

Address Type	Address 1	City	Effective Range
No data found			

Showing (0-0) of 0 | [<](#) [>](#) | Items per page 50

9. The **Add Address** window will pop up. Click on the drop-down menu to select the **Address Type** and fill in all required information marked with an \*.

**Note:** If no primary address has been entered, the drop-down menu in the **Address Type** field will not be available.

10. Click **Save** to submit the new address request or **Close** to exit without saving.

**Add Address** [Close]

Address Type  
Primary Address

Address 1 \*  
Address 1

Address 2  
Address 2

Outside US

Postal Code \*  
Postal Code

City \*  
City

County  
County

State Province  
Country  
United States

Save Close

11. Once submitted, a **Confirmation** window will pop up. Click the yellow **OK** button to close the window.

**Note:** The system will send a notification to DLI staff members for review; if approved, the address will be visible on the **Entity Details** page, under the **Addresses** tab.

**Confirmation** [Close]

All submitted changes have been sent to DLI for review and will be updated upon approved.

OK

**Mountain Law Firm**  
Law Firm: LF-01-6173-266

**Law Firm Details**  
Law Firm Name: Mountain Law Firm | Edit | Law Firm Type: Law Firm | Law Firm FEIN: 98-4631719

**Workers' Compensation Insurance Policy Information**  
Associated Employer: ER-01-6173-267: Mountain Law Firm

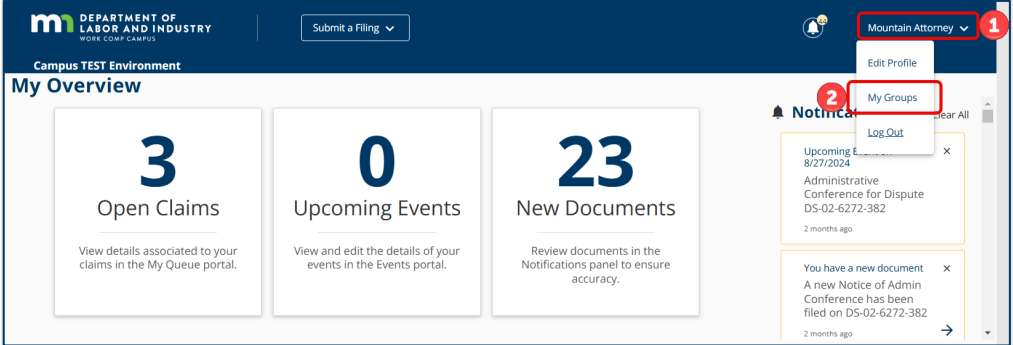
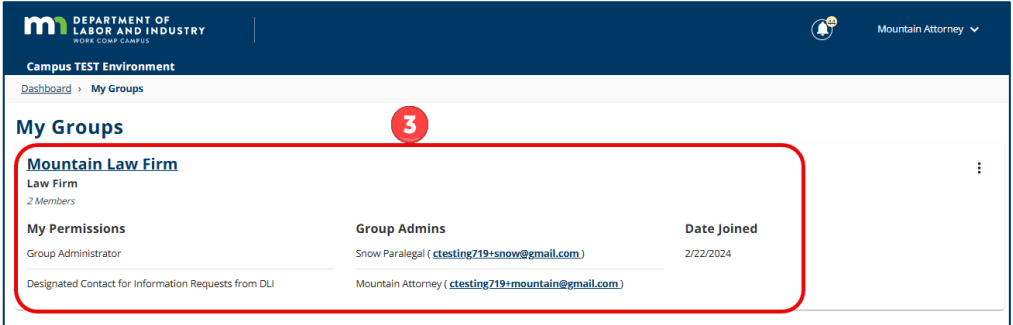
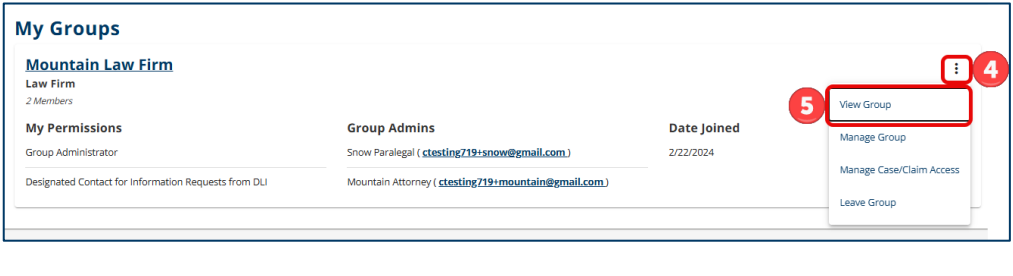
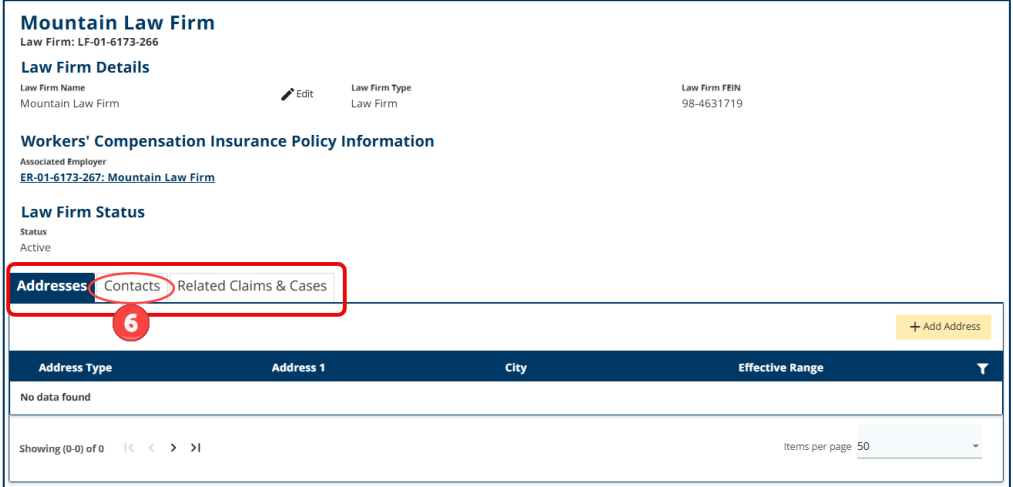
**Law Firm Status**  
Status: Active

**Addresses** | Contacts | Related Claims & Cases | + Add Address

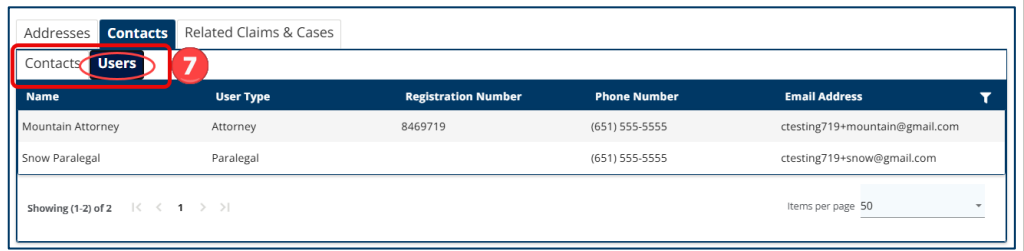
Address Type	Address 1	City	Effective Range
> Primary Address	555 Main Blvd.	Saint Paul	10/25/2024 - present

Showing (1-1) of 1 | Items per page 50

# Viewing member information

Instructions	Visual aids
<ol style="list-style-type: none"> <li>At the top right of the user dashboard (homepage), click the <b>drop-down</b> arrow to display the menu.</li> <li>Select <b>My Groups</b>.</li> </ol>	 <p>The screenshot shows the top right of the user dashboard. The user's name 'Mountain Attorney' is in a dropdown menu. The 'My Groups' option is highlighted with a red box and a circled '2'. Other options include 'Edit Profile', 'Log Out', and 'Clear All'. A notification panel is visible on the right side of the dashboard.</p>
<ol style="list-style-type: none"> <li>The <b>My Groups</b> page lists the groups you are associated with.</li> </ol> <p><b>Note:</b> To view more detailed information about this page, go to the <a href="#">Viewing group information</a> section of this manual.</p>	 <p>The screenshot shows the 'My Groups' page. A red box highlights the 'Mountain Law Firm' group entry, which has 2 members. Below the group name is a table with columns for 'My Permissions', 'Group Admins', and 'Date Joined'. The 'Group Admins' column lists 'Snow Paralegal (ctesting719+snow@gmail.com)' and 'Mountain Attorney (ctesting719+mountain@gmail.com)'. A circled '3' is placed above the group name.</p>
<ol style="list-style-type: none"> <li>Click on the kebab menu (three vertical dots) in the upper right to display the menu.</li> <li>Click on <b>View Group</b> to view the list of current members of the group.</li> </ol>	 <p>The screenshot shows the 'My Groups' page with the kebab menu open for the 'Mountain Law Firm' group. The 'View Group' option is highlighted with a red box and a circled '5'. Other options in the menu include 'Manage Group', 'Manage Case/Claim Access', and 'Leave Group'. A circled '4' is placed above the kebab menu icon.</p>
<ol style="list-style-type: none"> <li>The <b>Entity Details</b> page will open; click on the <b>Contacts</b> tab.</li> </ol>	 <p>The screenshot shows the 'Mountain Law Firm' Entity Details page. The 'Contacts' tab is highlighted with a red box and a circled '6'. The page displays details for the law firm, including its name, type, and status. Below the tabs, there is a table for 'Addresses' with columns for 'Address Type', 'Address 1', 'City', and 'Effective Range'. The table currently shows 'No data found'.</p>

7. Under the **Contacts** tab, click on the **Users** tab to view all the users connected to this entity.

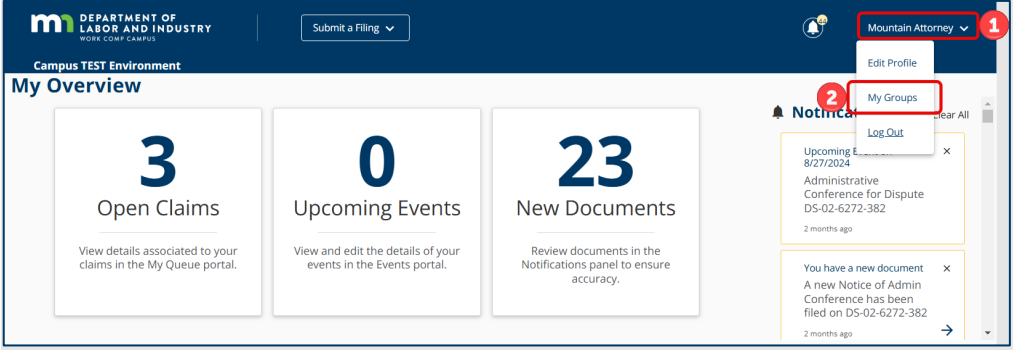
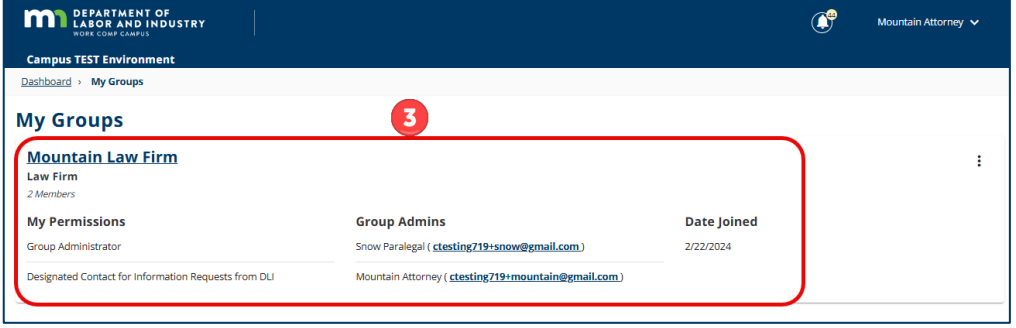
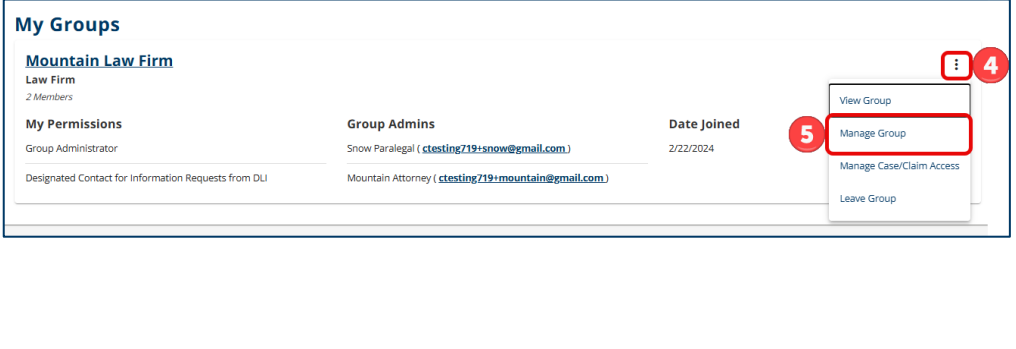
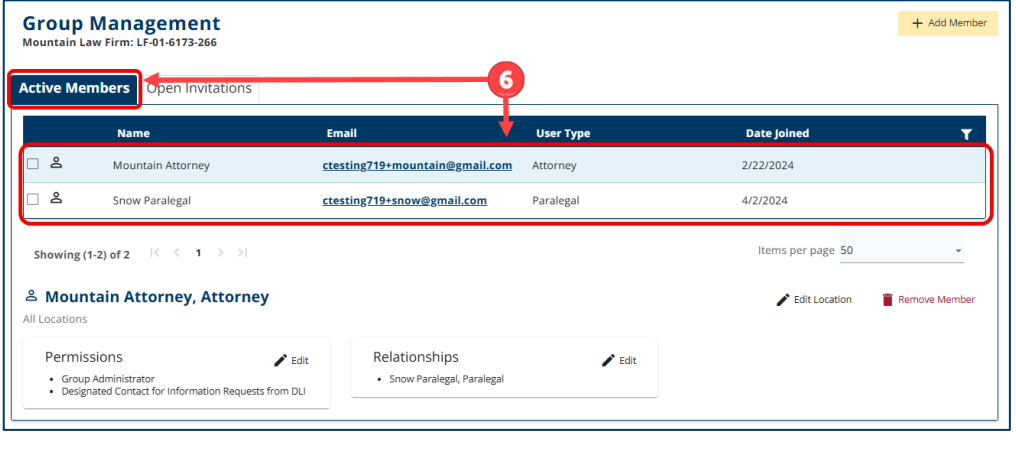


The screenshot shows a web interface with three tabs: "Addresses", "Contacts", and "Related Claims & Cases". The "Contacts" tab is active, and within it, the "Users" sub-tab is selected and highlighted with a red circle. A red circle with the number "7" is placed next to the "Users" sub-tab. Below the tabs is a table with the following data:

Name	User Type	Registration Number	Phone Number	Email Address
Mountain Attorney	Attorney	8469719	(651) 555-5555	ctestng719+mountain@gmail.com
Snow Paralegal	Paralegal		(651) 555-5555	ctestng719+snow@gmail.com

At the bottom of the table, there is a pagination control showing "Showing (1-2) of 2" and a dropdown menu for "Items per page" set to "50".

# Accessing group administrator settings

Instructions	Visual aids															
<p>1. At the top right of the user dashboard (homepage), click the <b>drop-down</b> arrow to display the menu.</p> <p>2. Select <b>My Groups</b>.</p>	 <p>The screenshot shows the top right of the user dashboard. A dropdown menu is open for the user 'Mountain Attorney'. The 'My Groups' option is highlighted with a red box and a red circle containing the number 2. A red circle containing the number 1 points to the user's name in the top right corner.</p>															
<p>3. The <b>My Groups</b> page lists the groups you are associated with.</p> <p><b>Note:</b> For instructions about how to view the current members of the group, go to the <a href="#">Viewing member information</a> section of this manual.</p>	 <p>The screenshot shows the 'My Groups' page. A red box highlights the 'Mountain Law Firm' group entry, which includes details like 'Law Firm', '2 Members', 'My Permissions', 'Group Admins', and 'Date Joined'. A red circle containing the number 3 points to the group name.</p>															
<p>4. Click on the kebab menu (three vertical dots) in the upper right to display the menu.</p> <p>5. From the drop-down menu, select the <b>Manage Group</b> option.</p> <p><b>Note:</b> This option is only available to group administrators.</p>	 <p>The screenshot shows the 'My Groups' page with the kebab menu open for 'Mountain Law Firm'. The 'Manage Group' option is highlighted with a red box and a red circle containing the number 5. A red circle containing the number 4 points to the kebab menu icon.</p>															
<p>6. The <b>Group Management</b> page displays all <b>Active Members</b> and includes their:</p> <ol style="list-style-type: none"> <li>name;</li> <li>email address;</li> <li>user type; and</li> <li>date joined.</li> </ol> <p><b>Note:</b> An <b>Active Member</b> is a user who has registered in Campus and is linked to the group entity. If the user is not registered, see more detailed</p>	 <p>The screenshot shows the 'Group Management' page for 'Mountain Law Firm'. A red box highlights the 'Active Members' section, which contains a table of members. A red circle containing the number 6 points to the 'Active Members' header.</p> <table border="1" data-bbox="576 1543 1567 1659"> <thead> <tr> <th></th> <th>Name</th> <th>Email</th> <th>User Type</th> <th>Date Joined</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Mountain Attorney</td> <td>ctesti719+mountain@gmail.com</td> <td>Attorney</td> <td>2/22/2024</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Snow Paralegal</td> <td>ctesti719+snow@gmail.com</td> <td>Paralegal</td> <td>4/2/2024</td> </tr> </tbody> </table>		Name	Email	User Type	Date Joined	<input type="checkbox"/>	Mountain Attorney	ctesti719+mountain@gmail.com	Attorney	2/22/2024	<input type="checkbox"/>	Snow Paralegal	ctesti719+snow@gmail.com	Paralegal	4/2/2024
	Name	Email	User Type	Date Joined												
<input type="checkbox"/>	Mountain Attorney	ctesti719+mountain@gmail.com	Attorney	2/22/2024												
<input type="checkbox"/>	Snow Paralegal	ctesti719+snow@gmail.com	Paralegal	4/2/2024												

instructions in the [Member not registered](#) section of this manual.

7. As a group administrator, you can update the address information associated with a member by clicking on the **Edit Location** link.

More detailed instructions are provided in the [Editing member's location](#) section of this manual.

**Group Management**  
Mountain Law Firm: LF-01-6173-266

+ Add Member

Active Members Open Invitations

Name	Email	User Type	Date Joined
<input type="checkbox"/> Mountain Attorney	<a href="mailto:ctestng719+mountain@gmail.com">ctestng719+mountain@gmail.com</a>	Attorney	2/22/2024
<input type="checkbox"/> Snow Paralegal	<a href="mailto:ctestng719+snow@gmail.com">ctestng719+snow@gmail.com</a>	Paralegal	4/2/2024

Showing (1-2) of 2 |< < 1 > >| Items per page 50

**Mountain Attorney, Attorney** Edit Location Remove Member

All Locations

Permissions Edit

- Group Administrator
- Designated Contact for Information Requests from DU

Relationships Edit

- Snow Paralegal, Paralegal

8. Permissions are displayed for the member. Click the **Edit** link to update **Permissions**.

More detailed instructions are provided in the [Editing member permissions](#) section of this manual.

**Group Management**  
Mountain Law Firm: LF-01-6173-266

+ Add Member

Active Members Open Invitations

Name	Email	User Type	Date Joined
<input type="checkbox"/> Mountain Attorney	<a href="mailto:ctestng719+mountain@gmail.com">ctestng719+mountain@gmail.com</a>	Attorney	2/22/2024
<input type="checkbox"/> Snow Paralegal	<a href="mailto:ctestng719+snow@gmail.com">ctestng719+snow@gmail.com</a>	Paralegal	4/2/2024

Showing (1-2) of 2 |< < 1 > >| Items per page 50

**Mountain Attorney, Attorney** Edit Location Remove Member

All Locations

Permissions Edit

- Group Administrator
- Designated Contact for Information Requests from DU

Relationships Edit

- Snow Paralegal, Paralegal

9. Relationships are displayed for the member. Click the **Edit** link to update **Relationships**.

More detailed instructions are provided in the [Editing member relationships](#) section of this manual.

**Group Management**  
Mountain Law Firm: LF-01-6173-266

+ Add Member

Active Members Open Invitations

Name	Email	User Type	Date Joined
<input type="checkbox"/> Mountain Attorney	<a href="mailto:ctestng719+mountain@gmail.com">ctestng719+mountain@gmail.com</a>	Attorney	2/22/2024
<input type="checkbox"/> Snow Paralegal	<a href="mailto:ctestng719+snow@gmail.com">ctestng719+snow@gmail.com</a>	Paralegal	4/2/2024

Showing (1-2) of 2 |< < 1 > >| Items per page 50

**Mountain Attorney, Attorney** Edit Location Remove Member

All Locations

Permissions Edit

- Group Administrator
- Designated Contact for Information Requests from DU

Relationships Edit

- Snow Paralegal, Paralegal



10. If you need to delete a member associated to this group, click the **Remove Member** link.

**Note:** A user cannot leave a group if they are the only member assigned group administrator or service of process designee permissions. Another group administrator or service of process designee must be identified before removing this member from the group.

More detailed instructions are provided in the [Removing a member from group](#) section of this manual.

**Group Management**  
Mountain Law Firm: LF-01-6173-266

+ Add Member

Active Members | Open Invitations

	Name	Email	User Type	Date Joined
<input type="checkbox"/>	Mountain Attorney	<a href="mailto:ctesting719+mountain@gmail.com">ctesting719+mountain@gmail.com</a>	Attorney	2/22/2024
<input type="checkbox"/>	Snow Paralegal	<a href="mailto:ctesting719+snow@gmail.com">ctesting719+snow@gmail.com</a>	Paralegal	4/2/2024

Showing (1-2) of 2 | < > 1 > | Items per page 50

**Mountain Attorney, Attorney** | Edit Location | **Remove Member**

All Locations

Permissions | Edit

- Group Administrator
- Designated Contact for Information Requests from DU

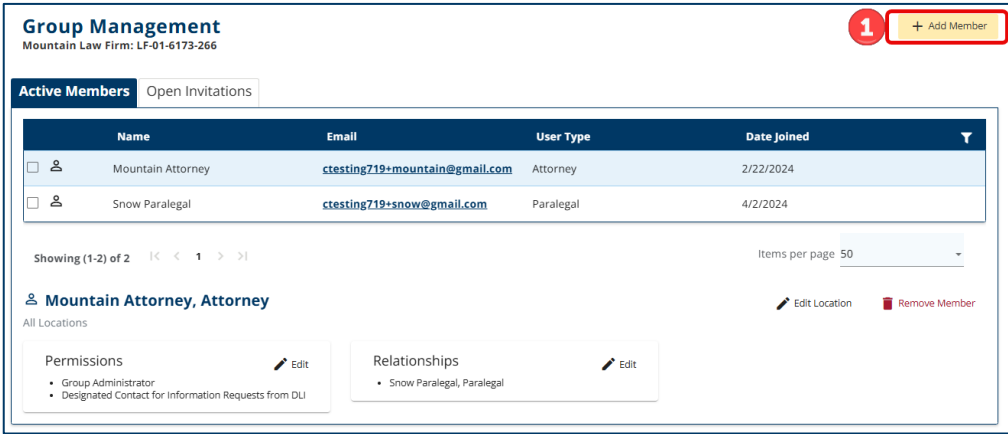
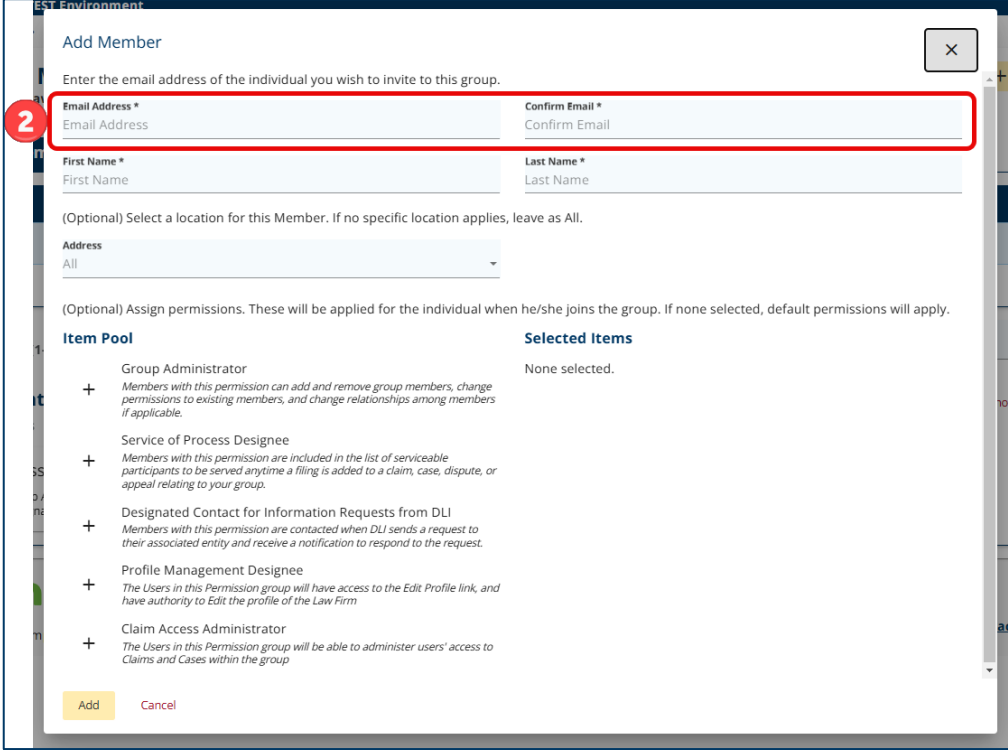
Relationships | Edit

- Snow Paralegal, Paralegal

# Adding members to a group

## Member already registered in Campus

A group administrator has the ability to add and remove members from their group. If a member needs to make updates to their individual user information, such as an email address, they must log in and make that update.

Instructions	Visual aids												
<p>1. From the <b>Group Management</b> page, click on the yellow <b>+Add Member</b> button at the top right of the page.</p>	 <p><b>Group Management</b> Mountain Law Firm: LF-01-6173-266</p> <p>Active Members   Open Invitations</p> <table border="1"><thead><tr><th>Name</th><th>Email</th><th>User Type</th><th>Date Joined</th></tr></thead><tbody><tr><td>Mountain Attorney</td><td>ctestng719+mountain@gmail.com</td><td>Attorney</td><td>2/22/2024</td></tr><tr><td>Snow Paralegal</td><td>ctestng719+snow@gmail.com</td><td>Paralegal</td><td>4/2/2024</td></tr></tbody></table> <p>Showing (1-2) of 2   Items per page 50</p> <p><b>Mountain Attorney, Attorney</b> All Locations</p> <p>Permissions: Group Administrator, Designated Contact for Information Requests from DLI</p> <p>Relationships: Snow Paralegal, Paralegal</p>	Name	Email	User Type	Date Joined	Mountain Attorney	ctestng719+mountain@gmail.com	Attorney	2/22/2024	Snow Paralegal	ctestng719+snow@gmail.com	Paralegal	4/2/2024
Name	Email	User Type	Date Joined										
Mountain Attorney	ctestng719+mountain@gmail.com	Attorney	2/22/2024										
Snow Paralegal	ctestng719+snow@gmail.com	Paralegal	4/2/2024										
<p>2. On the <b>Add Member</b> page, enter a valid email address in the <b>Email Address</b> field for the new member and enter it again in the <b>Confirm Email</b> field.</p> <p><b>Note:</b> The email address must be the same one the individual used to register and activate their account in Campus.</p> <p><b>Note:</b> If a person is already registered in Campus, their name will auto-populate after entering their email address.</p>	 <p>EST Environment</p> <p>Add Member</p> <p>Enter the email address of the individual you wish to invite to this group.</p> <p>Email Address *   Confirm Email *</p> <p>First Name *   Last Name *</p> <p>(Optional) Select a location for this Member. If no specific location applies, leave as All.</p> <p>(Optional) Assign permissions. These will be applied for the individual when he/she joins the group. If none selected, default permissions will apply.</p> <table border="1"><thead><tr><th>Item Pool</th><th>Selected Items</th></tr></thead><tbody><tr><td>Group Administrator Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.</td><td>None selected.</td></tr><tr><td>Service of Process Designee Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.</td><td></td></tr><tr><td>Designated Contact for Information Requests from DLI Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.</td><td></td></tr><tr><td>Profile Management Designee The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the Law Firm</td><td></td></tr><tr><td>Claim Access Administrator The Users in this Permission group will be able to administer users' access to Claims and Cases within the group</td><td></td></tr></tbody></table> <p>Add   Cancel</p>	Item Pool	Selected Items	Group Administrator Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.	None selected.	Service of Process Designee Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.		Designated Contact for Information Requests from DLI Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.		Profile Management Designee The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the Law Firm		Claim Access Administrator The Users in this Permission group will be able to administer users' access to Claims and Cases within the group	
Item Pool	Selected Items												
Group Administrator Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.	None selected.												
Service of Process Designee Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.													
Designated Contact for Information Requests from DLI Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.													
Profile Management Designee The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the Law Firm													
Claim Access Administrator The Users in this Permission group will be able to administer users' access to Claims and Cases within the group													

3. Optional: In the **Address** field, select a location for the member. If no specific location applies, leave the field selection as **All**.

4. Assign the appropriate permissions for this member by clicking on the + symbol.

Permissions available are as follows.

- a) **Group Administrator** – members with this permission can add and remove group members, change permissions to existing members and change relationships among members if applicable.
- b) **Service of Process Designee** – members with this permission are included in the list of serviceable participants to be served any time a filing is added to a claim, case, dispute or appeal relating to your group.
- c) **Designated Contact for Information Requests from**

**Note:** Permissions do not have to be selected in this step. Member permissions can be set up at any time, either when the individual is initially added to a group or at a

**DLI** – members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.

d) **Profile Management**

**Designee** – users in this permission group have access to the **Edit Profile** link and have authority to edit the profile of the group.

e) **Claim Access Administrator** –

users in this permission group are able to administer users' access to claims and cases within the group.

later time by the group administrator. More detailed instructions are provided in the [Editing member permissions](#) section of this manual.

5. Any permissions that are selected will show in the **Selected Items** column.

**Add Member**

Enter the email address of the individual you wish to invite to this group.

**Email Address \***  
Email Address

**Confirm Email \***  
Confirm Email

**First Name \***  
First Name

**Last Name \***  
Last Name

(Optional) Select a location for this Member. If no specific location applies, leave as All.

**Address**  
All

(Optional) Assign permissions. These will be applied for the individual when he/she joins the group. If none selected, default permissions will apply.

**Item Pool**

- Group Administrator**  
+ Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.
- Service of Process Designee**  
+ Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.
- Designated Contact for Information Requests from DLI**  
+ Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.
- Claim Access Administrator**  
+ The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.

**Selected Items**

- Profile Management Designee**  
The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the Law Firm

**Add** **Cancel**

6. After permissions are selected, click the yellow **Add** button to save the information or click **Cancel** to exit without any changes.

**Note:** The individual who has been added will receive an email message to the address listed in Campus.

They will need to confirm their email address to get access. After confirmation, their name will appear under the **Active Members** tab on the **Group Management** page.

**Add Member**

Enter the email address of the individual you wish to invite to this group.

**Email Address \***  
Email Address

**Confirm Email \***  
Confirm Email

**First Name \***  
First Name

**Last Name \***  
Last Name

(Optional) Select a location for this Member. If no specific location applies, leave as All.

Address  
All

(Optional) Assign permissions. These will be applied for the individual when he/she joins the group. If none selected, default permissions will apply.

**Item Pool**

- + **Group Administrator**  
Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.
- + **Service of Process Designee**  
Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.
- + **Designated Contact for Information Requests from DLI**  
Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.
- + **Claim Access Administrator**  
The Users in this Permission group will be able to administer users' access to Claims and Cases within the group.

**Selected Items**

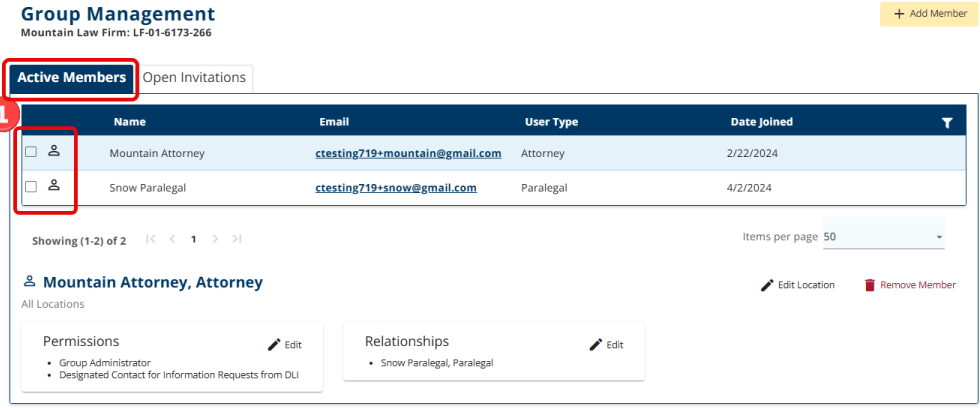
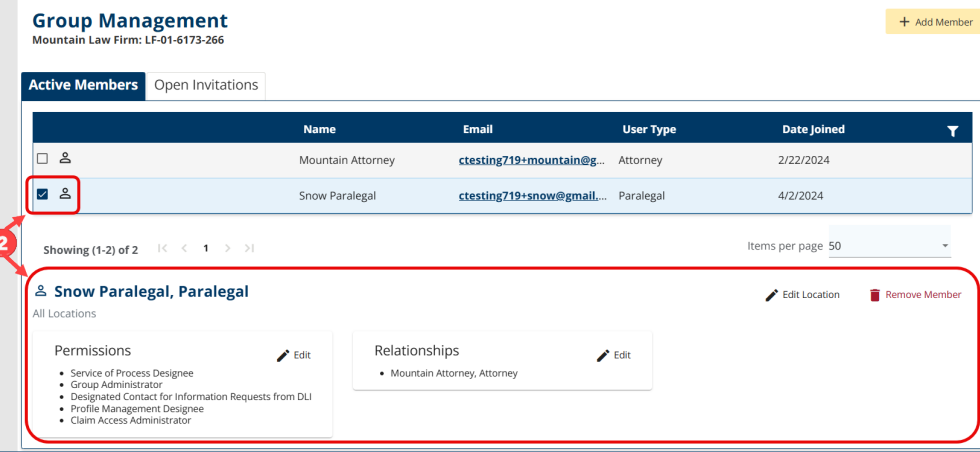
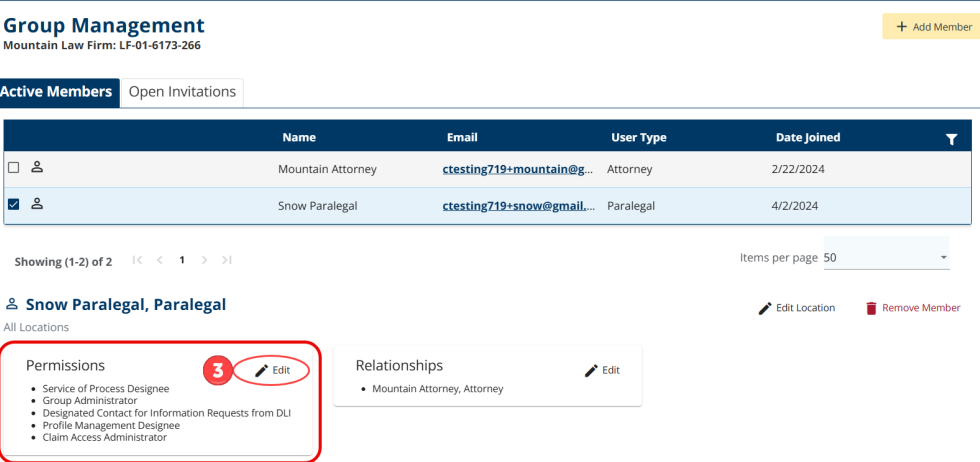
- Profile Management Designee**  
The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the Law Firm

**Add** **Cancel**

6

## Member not registered in Campus

Member permissions can be set up at any time, either initially when the member is added to a group or later by the group administrator.

Instructions	Visual aids															
<p>1. From the <b>Group Management</b> page, select the user whose account you are changing by clicking the box next to the user's name in the <b>Active Members</b> tab.</p>	 <p><b>Group Management</b> Mountain Law Firm: LF-01-6173-266</p> <p><b>Active Members</b> Open Invitations</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Email</th> <th>User Type</th> <th>Date Joined</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Mountain Attorney</td> <td>ctesting719+mountain@gmail.com</td> <td>Attorney</td> <td>2/22/2024</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Snow Paralegal</td> <td>ctesting719+snow@gmail.com</td> <td>Paralegal</td> <td>4/2/2024</td> </tr> </tbody> </table> <p>Showing (1-2) of 2  &lt; &lt; 1 &gt; &gt;  Items per page 50</p> <p><b>Mountain Attorney, Attorney</b> Edit Location Remove Member</p> <p>All Locations</p> <p>Permissions Edit Relationships Edit</p> <ul style="list-style-type: none"> <li>Group Administrator</li> <li>Designated Contact for Information Requests from DLI</li> <li>Snow Paralegal, Paralegal</li> </ul>		Name	Email	User Type	Date Joined	<input type="checkbox"/>	Mountain Attorney	ctesting719+mountain@gmail.com	Attorney	2/22/2024	<input type="checkbox"/>	Snow Paralegal	ctesting719+snow@gmail.com	Paralegal	4/2/2024
	Name	Email	User Type	Date Joined												
<input type="checkbox"/>	Mountain Attorney	ctesting719+mountain@gmail.com	Attorney	2/22/2024												
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<p>2. When selected, more detailed information will display at the bottom of the page.</p>	 <p><b>Group Management</b> Mountain Law Firm: LF-01-6173-266</p> <p><b>Active Members</b> Open Invitations</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Email</th> <th>User Type</th> <th>Date Joined</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Mountain Attorney</td> <td>ctesting719+mountain@g...</td> <td>Attorney</td> <td>2/22/2024</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Snow Paralegal</td> <td>ctesting719+snow@gmail...</td> <td>Paralegal</td> <td>4/2/2024</td> </tr> </tbody> </table> <p>Showing (1-2) of 2  &lt; &lt; 1 &gt; &gt;  Items per page 50</p> <p><b>Snow Paralegal, Paralegal</b> Edit Location Remove Member</p> <p>All Locations</p> <p>Permissions Edit Relationships Edit</p> <ul style="list-style-type: none"> <li>Service of Process Designee</li> <li>Group Administrator</li> <li>Designated Contact for Information Requests from DLI</li> <li>Profile Management Designee</li> <li>Claim Access Administrator</li> <li>Mountain Attorney, Attorney</li> </ul>		Name	Email	User Type	Date Joined	<input type="checkbox"/>	Mountain Attorney	ctesting719+mountain@g...	Attorney	2/22/2024	<input checked="" type="checkbox"/>	Snow Paralegal	ctesting719+snow@gmail...	Paralegal	4/2/2024
	Name	Email	User Type	Date Joined												
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<p>3. To edit their permissions, click on the <b>Edit</b> button in the <b>Permissions</b> box.</p>	 <p><b>Group Management</b> Mountain Law Firm: LF-01-6173-266</p> <p><b>Active Members</b> Open Invitations</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Email</th> <th>User Type</th> <th>Date Joined</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Mountain Attorney</td> <td>ctesting719+mountain@g...</td> <td>Attorney</td> <td>2/22/2024</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Snow Paralegal</td> <td>ctesting719+snow@gmail...</td> <td>Paralegal</td> <td>4/2/2024</td> </tr> </tbody> </table> <p>Showing (1-2) of 2  &lt; &lt; 1 &gt; &gt;  Items per page 50</p> <p><b>Snow Paralegal, Paralegal</b> Edit Location Remove Member</p> <p>All Locations</p> <p>Permissions Edit Relationships Edit</p> <ul style="list-style-type: none"> <li>Service of Process Designee</li> <li>Group Administrator</li> <li>Designated Contact for Information Requests from DLI</li> <li>Profile Management Designee</li> <li>Claim Access Administrator</li> <li>Mountain Attorney, Attorney</li> </ul>		Name	Email	User Type	Date Joined	<input type="checkbox"/>	Mountain Attorney	ctesting719+mountain@g...	Attorney	2/22/2024	<input checked="" type="checkbox"/>	Snow Paralegal	ctesting719+snow@gmail...	Paralegal	4/2/2024
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<input checked="" type="checkbox"/>	Snow Paralegal	ctesting719+snow@gmail...	Paralegal	4/2/2024												

4. The **Manage permissions for ...** window will display.

- a.) To add permissions, click on the **+** next to the permission.
- b.) To remove a permission, click on the red trash can icon.

Manage permissions for Snow Paralegal, Paralegal ✕

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

**Item Pool**

- a** + Service of Process Designee  
*Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.*
- + Group Administrator  
*Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.*
- + Designated Contact for Information Requests from DLI  
*Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.*
- + Profile Management Designee  
*The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the Law Firm*
- + Claim Access Administrator  
*The Users in this Permission group will be able to administer users' access to Claims and Cases within the group*

**Selected Items**

None selected.

Save Cancel

Manage permissions for Snow Paralegal, Paralegal ✕

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

**Item Pool**

- + Profile Management Designee  
*The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the Law Firm*
- + Claim Access Administrator  
*The Users in this Permission group will be able to administer users' access to Claims and Cases within the group*

**Selected Items**

- b** Service of Process Designee  
*Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.*
- Group Administrator  
*Members with this permission can add and remove group members, change permissions to existing members, and change relationships among members if applicable.*
- Designated Contact for Information Requests from DLI  
*Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.*

Save Cancel

5. When completed, click the yellow **Save** button at the bottom of the window.

**Note:** Changes will take effect immediately. Have the user log out of Campus and log back in for the changes to be applied to their account.

Manage permissions for Snow Paralegal, Paralegal ✕

Adjust the information below to add or remove permissions for the selected user, and click save to make any changes.

**Item Pool**

- + Profile Management Designee  
*The Users in this Permission group will have access to the Edit Profile link, and have authority to Edit the profile of the Law Firm*
- + Claim Access Administrator  
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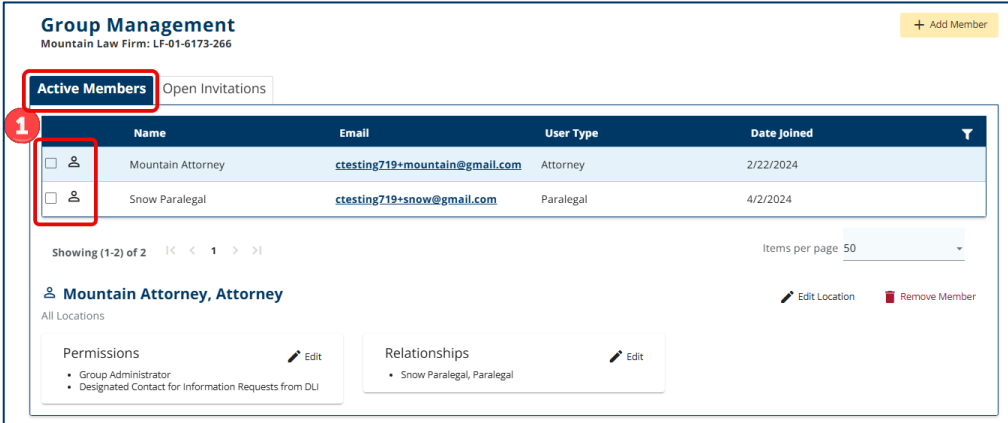
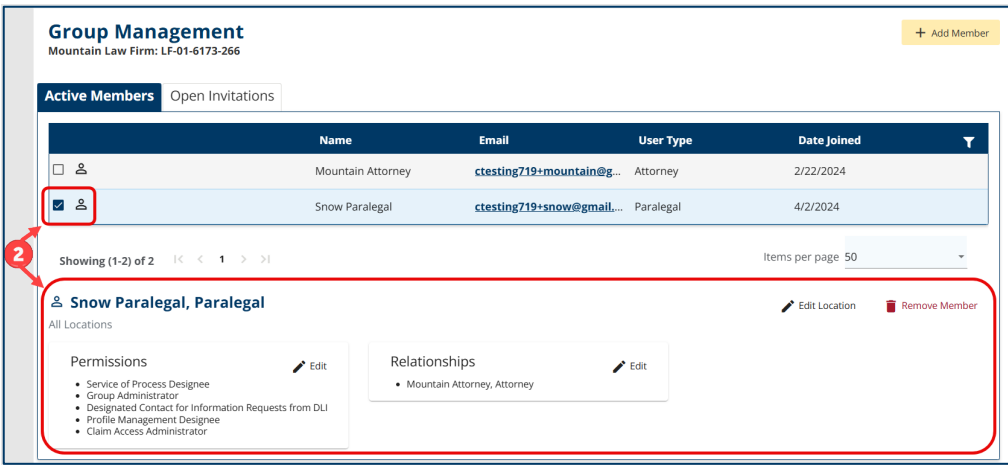
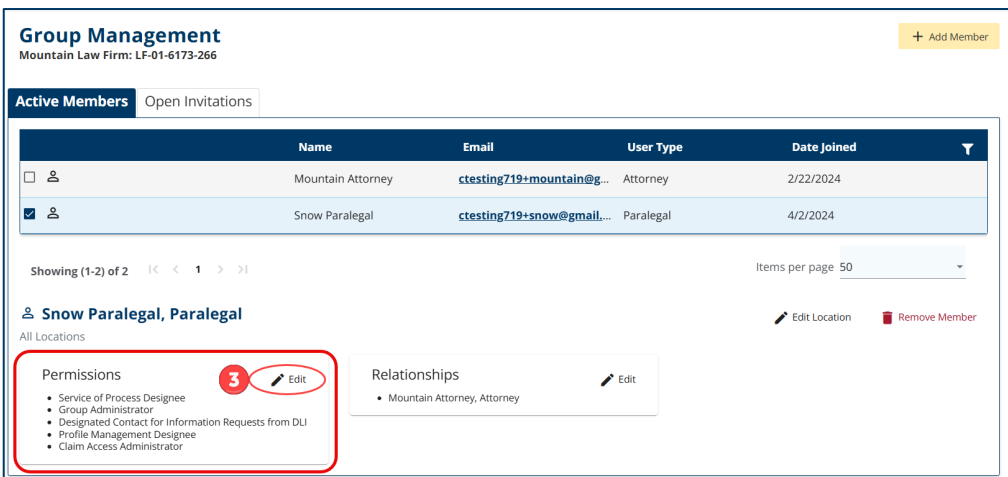
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*Members with this permission are included in the list of serviceable participants to be served anytime a filing is added to a claim, case, dispute, or appeal relating to your group.*
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- Designated Contact for Information Requests from DLI  
*Members with this permission are contacted when DLI sends a request to their associated entity and receive a notification to respond to the request.*

**5** Save Cancel

# Editing member permissions

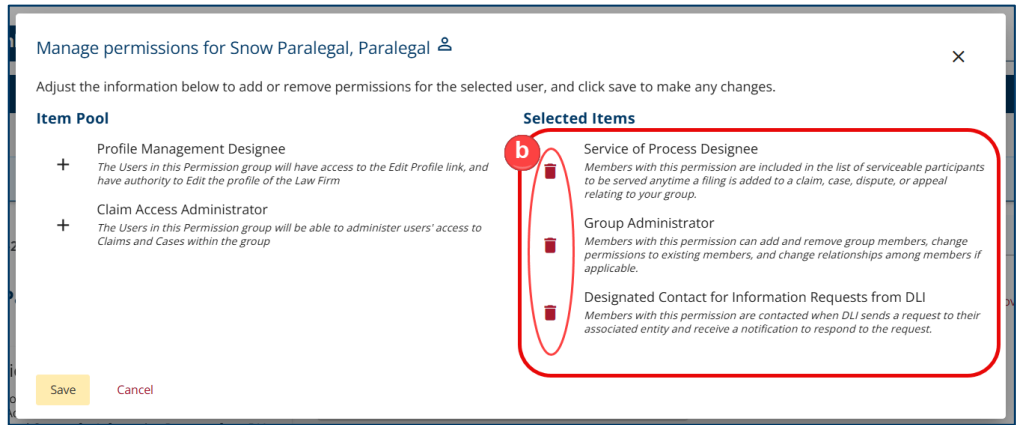
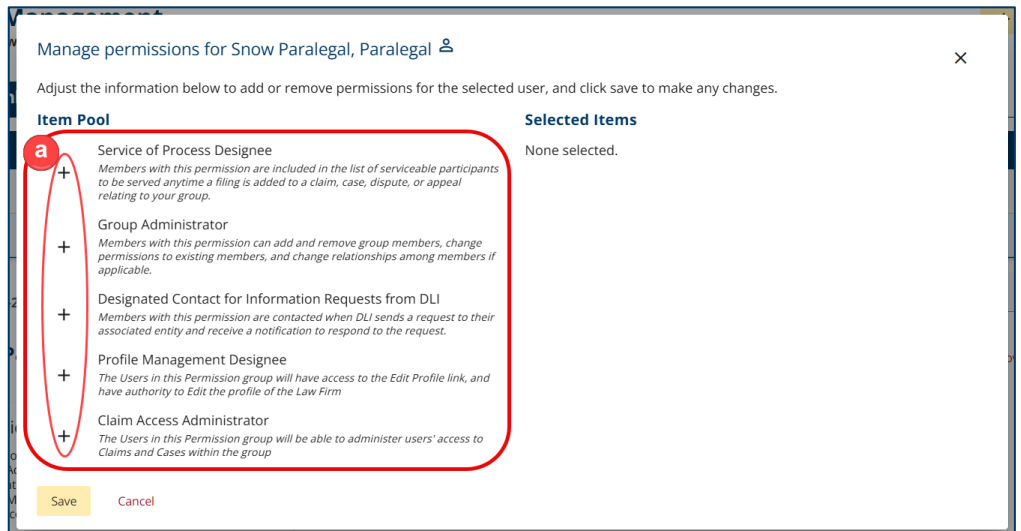
Member permissions can be set up at any time, either initially when the member is added to a group or at a later time by the group administrator.

Instructions	Visual aids												
<p>1. From the <b>Group Management</b> page, select the user whose account you are changing by clicking the box next to the user's name in the <b>Active Members</b> tab.</p>	 <p><b>Group Management</b> Mountain Law Firm: LF-01-6173-266</p> <p><b>Active Members</b> Open Invitations</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>User Type</th> <th>Date Joined</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Mountain Attorney</td> <td>ctesting719+mountain@gmail.com</td> <td>Attorney</td> <td>2/22/2024</td> </tr> <tr> <td><input type="checkbox"/> Snow Paralegal</td> <td>ctesting719+snow@gmail.com</td> <td>Paralegal</td> <td>4/2/2024</td> </tr> </tbody> </table> <p>Showing (1-2) of 2   &lt;&lt; &lt; 1 &gt; &gt;&gt;   Items per page 50</p> <p><b>Mountain Attorney, Attorney</b> All Locations</p> <p>Permissions <input type="button" value="Edit"/> Relationships <input type="button" value="Edit"/></p> <ul style="list-style-type: none"> <li>Group Administrator</li> <li>Designated Contact for Information Requests from DLJ</li> <li>Snow Paralegal, Paralegal</li> </ul>	Name	Email	User Type	Date Joined	<input type="checkbox"/> Mountain Attorney	ctesting719+mountain@gmail.com	Attorney	2/22/2024	<input type="checkbox"/> Snow Paralegal	ctesting719+snow@gmail.com	Paralegal	4/2/2024
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<p>3. To edit their permissions, click on the <b>Edit</b> button in the <b>Permissions</b> box.</p>	 <p><b>Group Management</b> Mountain Law Firm: LF-01-6173-266</p> <p><b>Active Members</b> Open Invitations</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>User Type</th> <th>Date Joined</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Mountain Attorney</td> <td>ctesting719+mountain@g...</td> <td>Attorney</td> <td>2/22/2024</td> </tr> <tr> <td><input checked="" type="checkbox"/> Snow Paralegal</td> <td>ctesting719+snow@gmail...</td> <td>Paralegal</td> <td>4/2/2024</td> </tr> </tbody> </table> <p>Showing (1-2) of 2   &lt;&lt; &lt; 1 &gt; &gt;&gt;   Items per page 50</p> <p><b>Snow Paralegal, Paralegal</b> All Locations</p> <p>Permissions <input checked="" type="button" value="Edit"/> Relationships <input type="button" value="Edit"/></p> <ul style="list-style-type: none"> <li>Service of Process Designee</li> <li>Group Administrator</li> <li>Designated Contact for Information Requests from DLJ</li> <li>Profile Management Designee</li> <li>Claim Access Administrator</li> <li>Mountain Attorney, Attorney</li> </ul>	Name	Email	User Type	Date Joined	<input type="checkbox"/> Mountain Attorney	ctesting719+mountain@g...	Attorney	2/22/2024	<input checked="" type="checkbox"/> Snow Paralegal	ctesting719+snow@gmail...	Paralegal	4/2/2024
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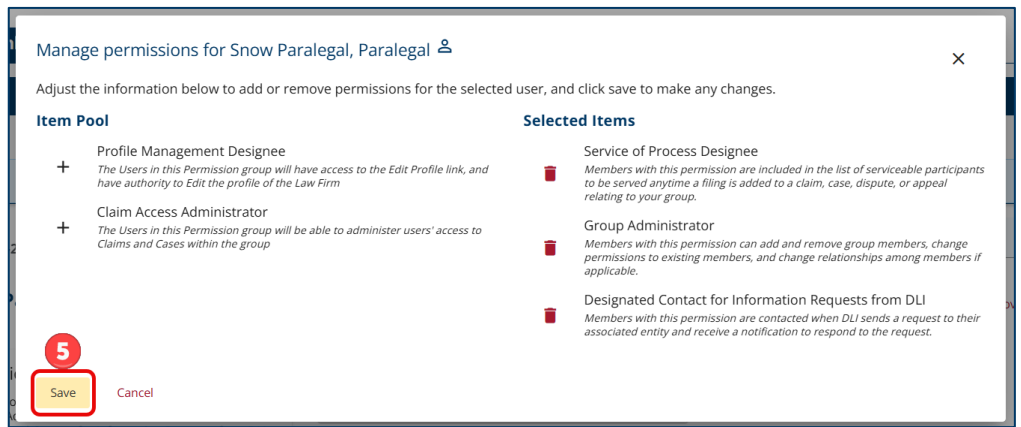
4. The **Manage permissions for ...** window will display.

- a.) To add permissions, click on the **+** next to the permission.
- b.) To remove a permission, click on the red trash can icon.



5. When completed, click the yellow **Save** button at the bottom of the window.

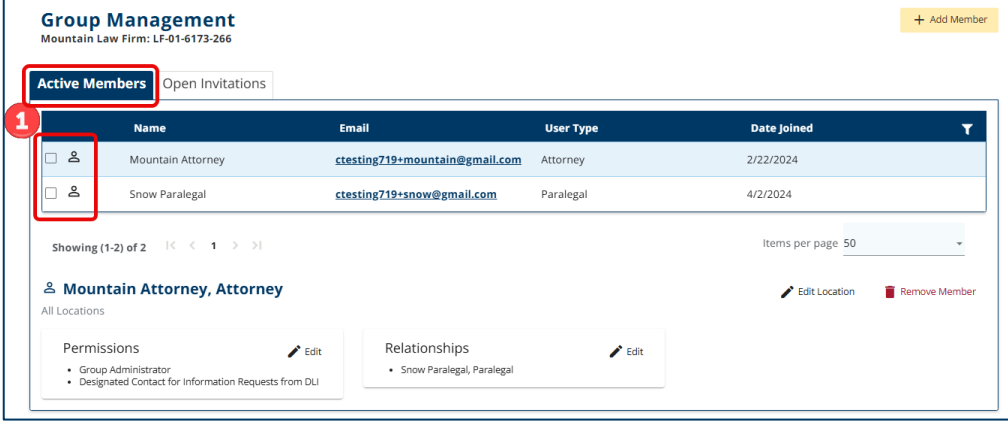
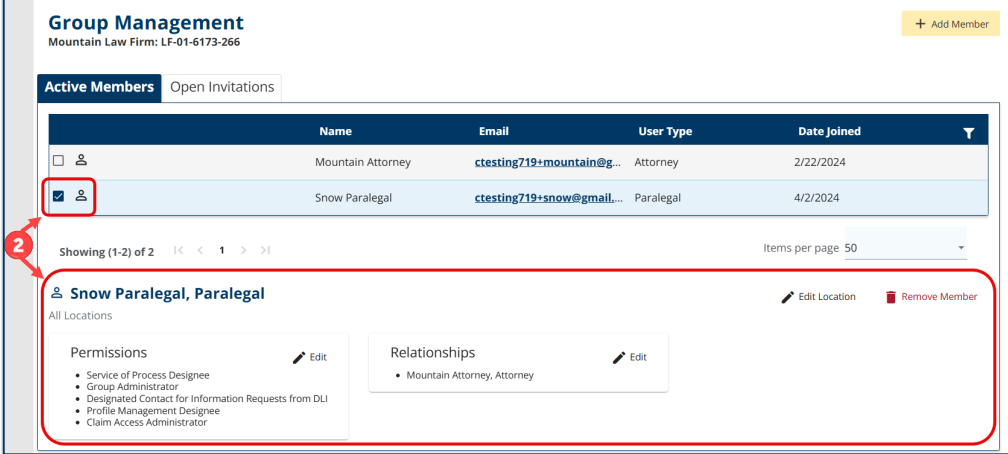
**Note:** Changes will take effect immediately. Have the user log out of Campus and log back in for the changes to be applied to their account.



# Law firm groups: Creating and editing member relationships

Group administrators can create relationships between members of a group by linking individual users within their group to be able to share access with each other, such as a paralegal to an attorney. They may also edit those relationships at any time after they are established.

**Note:** This is only relevant to law firm groups and members.

Instructions	Visual aids															
<p>1. From the <b>Group Management</b> page, select the user by clicking the box next to user's name from the <b>Active Members</b> tab.</p>	 <p><b>Group Management</b> Mountain Law Firm: LF-01-6173-266</p> <p><b>Active Members</b> Open Invitations</p> <table border="1"><thead><tr><th></th><th>Name</th><th>Email</th><th>User Type</th><th>Date Joined</th></tr></thead><tbody><tr><td><input type="checkbox"/></td><td>Mountain Attorney</td><td>ctesting719+mountain@gmail.com</td><td>Attorney</td><td>2/22/2024</td></tr><tr><td><input type="checkbox"/></td><td>Snow Paralegal</td><td>ctesting719+snow@gmail.com</td><td>Paralegal</td><td>4/2/2024</td></tr></tbody></table> <p>Showing (1-2) of 2   Items per page 50</p> <p><b>Mountain Attorney, Attorney</b> All Locations</p> <p>Permissions: Group Administrator, Designated Contact for Information Requests from DLI</p> <p>Relationships: Snow Paralegal, Paralegal</p>		Name	Email	User Type	Date Joined	<input type="checkbox"/>	Mountain Attorney	ctesting719+mountain@gmail.com	Attorney	2/22/2024	<input type="checkbox"/>	Snow Paralegal	ctesting719+snow@gmail.com	Paralegal	4/2/2024
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<input checked="" type="checkbox"/>	Snow Paralegal	ctesting719+snow@gmail...	Paralegal	4/2/2024												

3. To create or edit the user's relationships, click on the **Edit** button in the **Relationships** box.

**Group Management**  
Mountain Law Firm: LF-01-6173-266

+ Add Member

Active Members | Open Invitations

	Name	Email	User Type	Date Joined
<input checked="" type="checkbox"/>	Mountain Attorney	ctestng719@mountain@gmail.com	Attorney	2/22/2024
<input type="checkbox"/>	Snow Paralegal	ctestng719@snow@gmail.com	Paralegal	4/2/2024

Showing (1-2) of 2 | Items per page 50

**Mountain Attorney, Attorney**  
All Locations

Permissions Edit

- Group Administrator
- Designated Contact for Information Requests from DU

**Relationships** Edit

No relationships assigned

4. The **Manage relationships for ...** window will display.

- a.) To add a relationship, click on the **+** next to the appropriate name.
- b.) To remove a relationship, click on the red trash can icon.

Manage relationships for Mountain Attorney, Attorney

Adjust the information below to add or remove Relationships for the selected User, and click save to make any changes.

**4a** + Snow Paralegal  
Paralegal

No items assigned

Save Cancel

Manage relationships for Mountain Attorney, Attorney

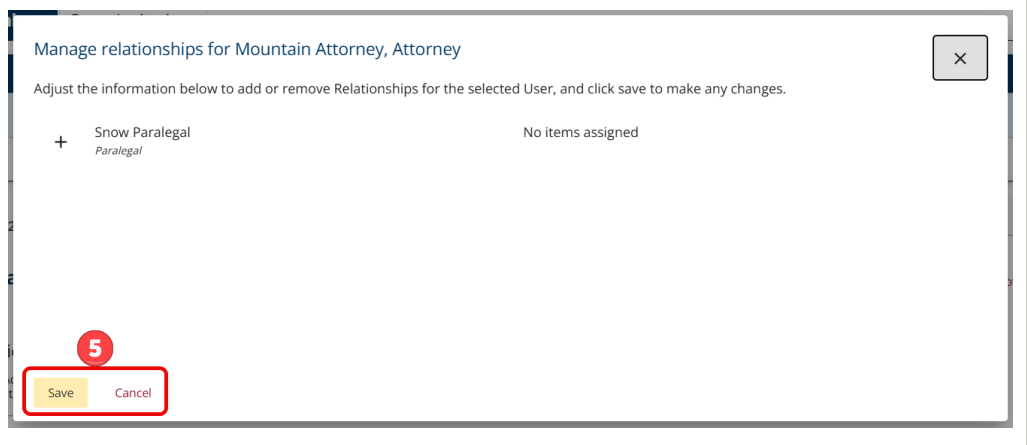
Adjust the information below to add or remove Relationships for the selected User, and click save to make any changes.

**4b** Snow Paralegal  
Paralegal

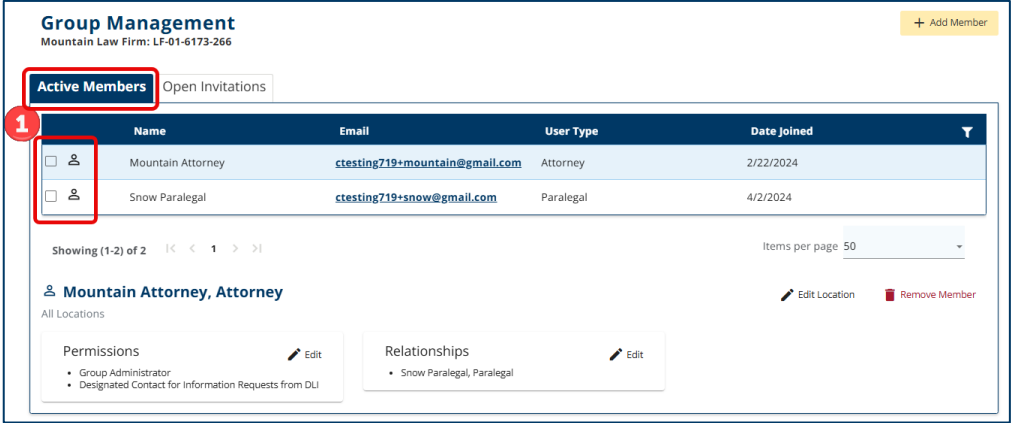
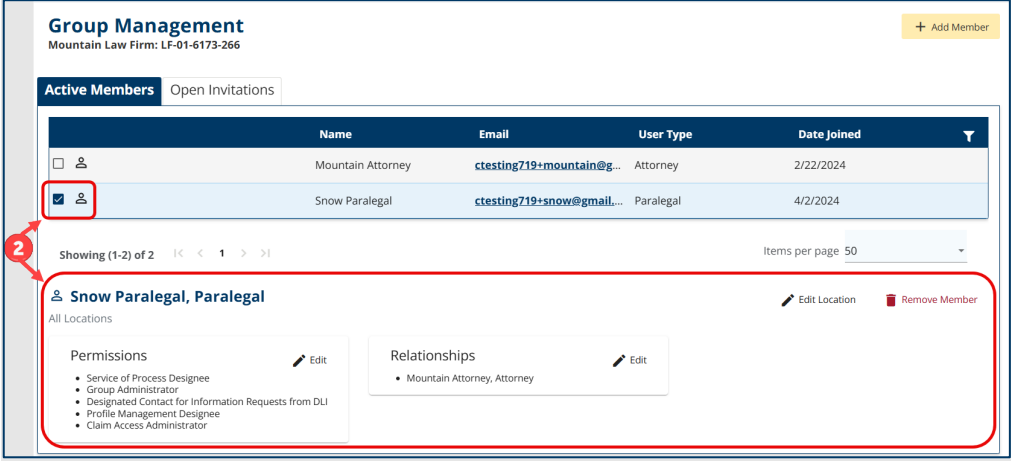
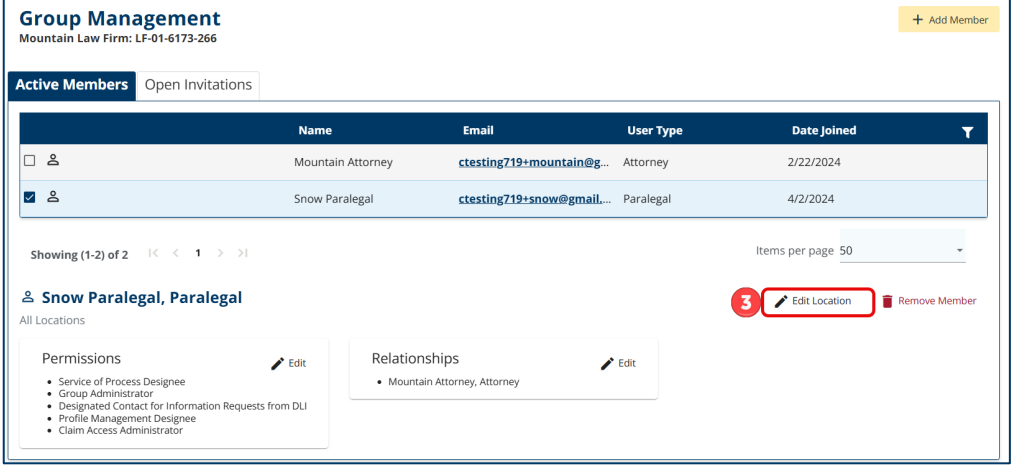
Save Cancel

5. When completed, click the yellow **Save** button at the bottom of the window or click **Cancel** to exit the window without any changes.

**Note:** Changes will take effect immediately. Have the user log out of Campus and log back in for the changes to be applied to their account.



# Editing member's location

Instructions	Visual aids															
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4. The **Edit Location** window will display. In the **Address** drop-down menu, select the location for the user.
5. Click the yellow **Save** button when completed.

**Note:** Changes will take effect immediately. Have the user refresh their browser for the changes to be applied to their account.

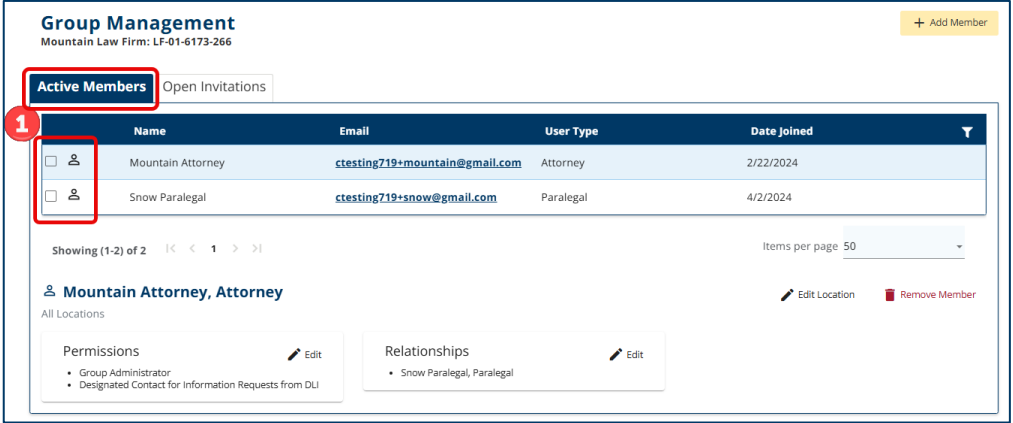
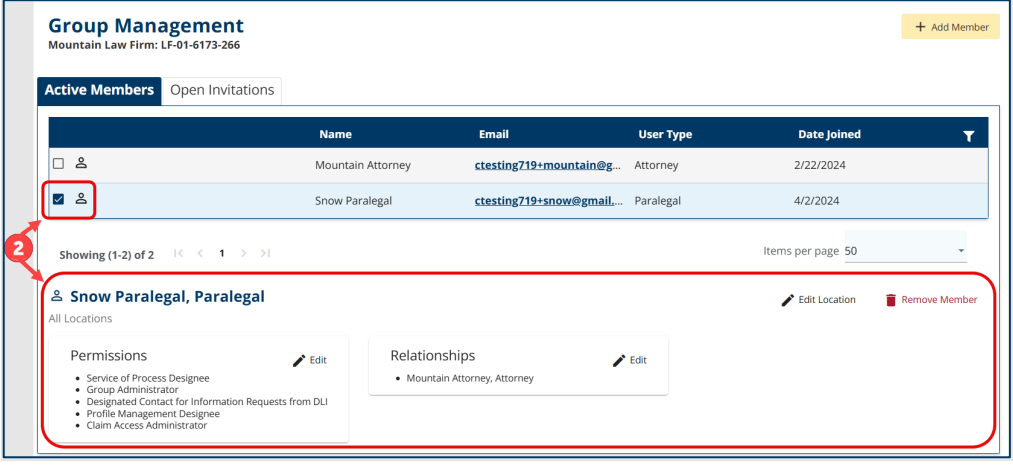
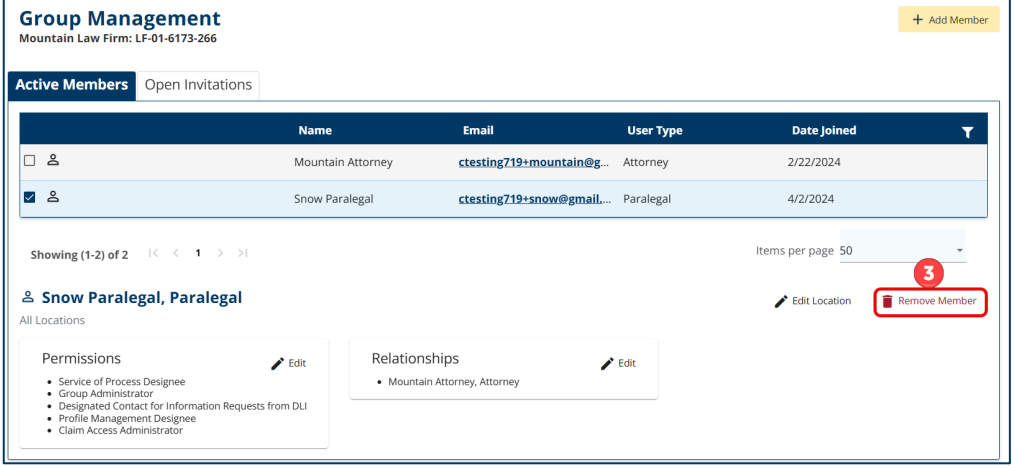
Edit Location

(Optional) Select a location for this member. If no specific location applies, leave as All.

Address  
All

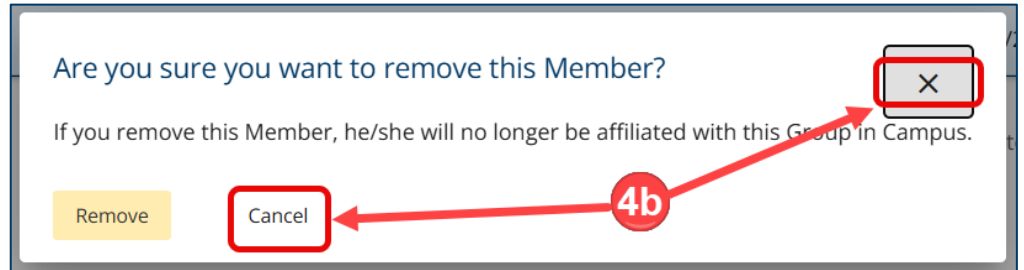
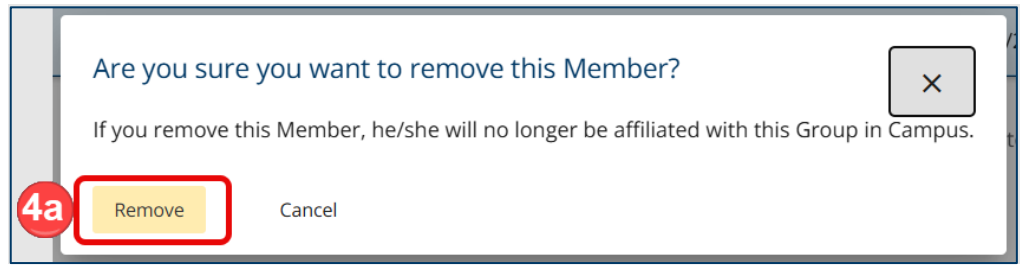
Save Cancel

# Removing a member from a group

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<p>3. To remove the member from the group, click on the red <b>Remove Member</b> button in the user details.</p>	 <p><b>Group Management</b> Mountain Law Firm: LF-01-6173-266</p> <p><b>Active Members</b> Open Invitations</p> <table border="1"> <thead> <tr> <th></th> <th>Name</th> <th>Email</th> <th>User Type</th> <th>Date Joined</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Mountain Attorney</td> <td>ctesting719+mountain@g...</td> <td>Attorney</td> <td>2/22/2024</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Snow Paralegal</td> <td>ctesting719+snow@gmail...</td> <td>Paralegal</td> <td>4/2/2024</td> </tr> </tbody> </table> <p>Showing (1-2) of 2   Items per page 50</p> <p><b>Snow Paralegal, Paralegal</b> Edit Location Remove Member</p> <p>All Locations</p> <p>Permissions Edit Relationships Edit</p> <ul style="list-style-type: none"> <li>Service of Process Designee</li> <li>Group Administrator</li> <li>Designated Contact for Information Requests from DLI</li> <li>Profile Management Designee</li> <li>Claim Access Administrator</li> <li>Mountain Attorney, Attorney</li> </ul>		Name	Email	User Type	Date Joined	<input type="checkbox"/>	Mountain Attorney	ctesting719+mountain@g...	Attorney	2/22/2024	<input checked="" type="checkbox"/>	Snow Paralegal	ctesting719+snow@gmail...	Paralegal	4/2/2024
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4. A confirmation window will display asking if you are sure you want to remove this member.
- a) To remove, click on the yellow **Remove** button.
  - b) To exit this window and not remove the member, click on the **Cancel** button or the **X** in the corner of the window.

When completed, the user will no longer be affiliated with the group in Campus.



**Note:** Changes will take effect immediately. Have the user log out of Campus and log back in to apply the changes to their account.