

## 7. HOW TO INVITE MEMBERS OF MY ORGANISATION

In order to invite new members through SIGI to be part of your project (please note that only a member of the same organisation can do that), please follow the steps described below:

1. Enter the Entities tab and access your entity:

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2. Click on the department in which the project is associated:

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3. Click on "Members" and add a member by clicking on "Invite Member":

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You must then enter the e-mail address of the member you wish to invite and "Save". The member will be receiving an e-mail in which he/she will have to accept the invitation and choose a password.

Once the member accepted the invitation, please make sure that he/she has access rights to the project by clicking on Projects Users Management and then click on the box next to his/her name to give him/her access rights:

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