How To Update Your Company's Staff

*Note: You must have "Management Access" in order to update Staff, see all invoices, and be able to update the Company Profile. If you do not see the "Staff" tab while logged in, and believe you should have Management Access, please contact us at taa@triangleaptassn.org.

1. Click the "Staff" tab in your Member Compass
2. Don't see a staff member listed? Click "Add Staff" to add their them.
3. Use these three options to edit existing staff.

   1) "Edit Profile" will allow you to edit their info such as email, title, etc.
   2) "Give Management Access" gives higher access to existing staff. It will allow them to see all invoices for the company, edit company information, and add/remove/edit staff members. Please give this access carefully.
   3) "Remove from staff" will allow you to unlink a staff member from your company when they no longer work for you.

If a staff member no longer works at your property, but is still with your company, please contact us so we can link them to the correct "Parent Company".

Questions? Contact Meg Palumbo at mpalumbo@triangleaptassn.org