OmegaOne Overview | ↔ OmegaOne

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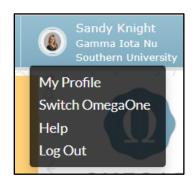
- When you first sign in to OmegaOne, you will always land on the Wall.
 - The Wall provides a summary of recent items such as events, announcements and files that have been added.
 - Members can also post, comment and favorite items on the Wall.
 This is similar to a social media wall or feed.
- OmegaOne Key Features
 - Points Tracking
 - Announcements
 - Study Hour Tracking
 - Calendar with Event Check-In
 - File Storage
 - External Website Management
 - Emergency Check-In
 - Mass Email and Text Messages
 - Questions and Polls



• The OmegaOne mobile app is available for iOS and Android. It is necessary for some features including study hour tracking and event check-in.

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• In the top right corner, you can click on your name to access options to update your profile and switch OmegaOnes. These options are also available if you click on "My Account" in the left-hand menu.

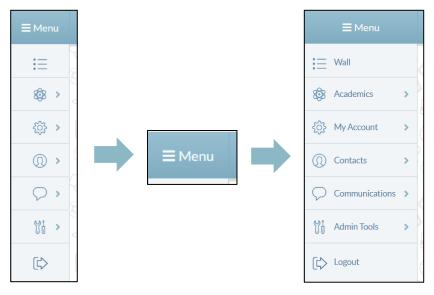


- My Profile is where you update notification settings, add a profile picture and update your contact information.
 - If you wish to receive text messages and push notifications, you will need to update your OmegaOne Preferences.

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• By default, the menu will only show the icons. However, if you click on the word "Menu" you will be able to see the menu titles with the icons.



- There are three access levels in OmegaOne:
 - Normal
 - Officer
 - Administrator
- For **normal access**, users have access to the member specific menu options, and do not have access to the admin tools.

Ξ	Wall	
\$	Academics	>
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0	Contacts	>
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	Links	>
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 With normal access, it is important to note whether users are listed with a member type of 'member' or 'alumnae'. While both have the same level of access, items created in OmegaOne are not always "visible to" alumnae members. For this reason, we recommend giving advisors 'officer' or 'administrator' access.

Visible to:
⊘ Administrators
⊘ Officers
O New Members
⊗ Members
O Alumnae

 Users with officer access have access to the member specific menu options and a limited version of the admin tools. This allows them to manage communication related features, but not member management features.

🗮 Wall		Manage Annoucements
Academics	>	Manage Calendar
လိုှဲ My Account	>	Manage Excuses
① Contacts	>	Manage Files
Communications	>	Manage Questions/Polls
Links	>	Manage Groups
Other Resources	>	Manage Emails/Texts
Admin Tools	>	
[Logout		

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• Administrator access provides access to the member specific menu options and <u>all</u> the admin tools. This is the highest access level within OmegaOne. Admin users can access and manage everything.

i≡ Wall		Manage Points
Academics	>	Manage Annoucements
{ My Account	>	Manage Study Hours
① Contacts	>	Manage Calendar
	>	Manage External Website
H Links	×	Manage Excuses
Other Resources	>	Manage Emergencies
10 Admin Tools	>	Manage Files
C> Logout		Manage Users
		Manage Questions/Polis
		Manage OmegaOne Settings
		Manage Groups
		Manage Emails/Texts

- All three access levels are managed within the "Manage Users" page of the admin tools. An administrator can access this page. They can use the dropdown menu on this page to change the access level and then select "Save Changes".
 - Please note: The system will not automatically remove this access for most users. An administrator should go back and update "Officer" and "Administrator" access back to "Normal" once the member no longer needs the additional access.

Access Level	Edit	Stats
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