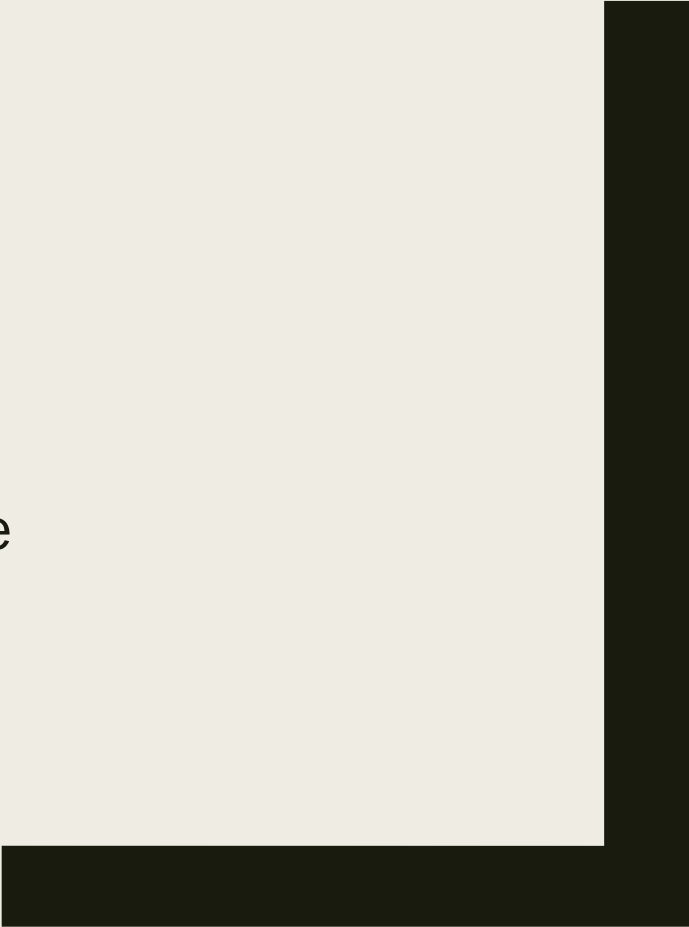




# OASFAA

Bundle and Member Maintenance

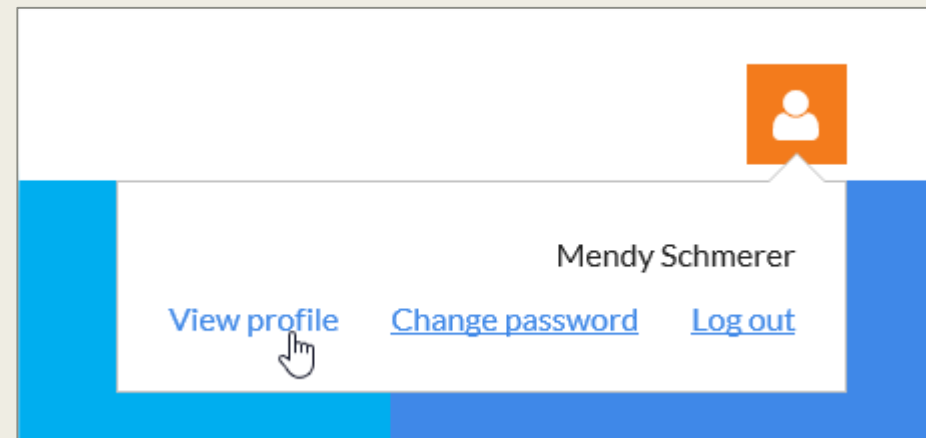
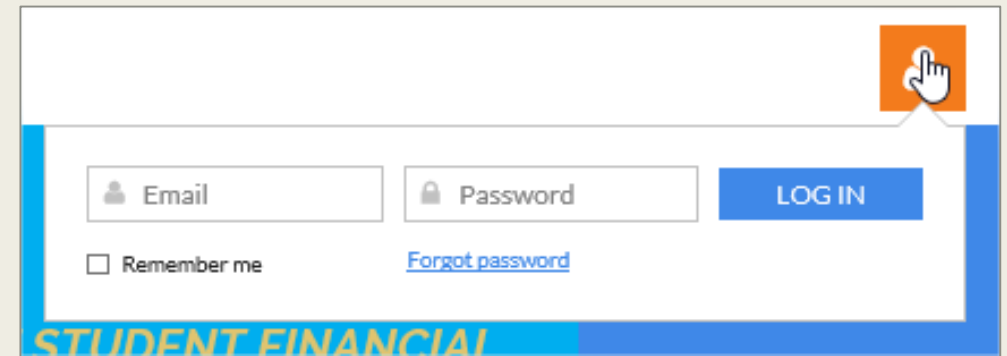


# Bundle Administrators

Each organization is considered a “bundle,” and each bundle has to have an administrator.

If you are your organization’s Bundle Administrator, you will be responsible for maintaining the list of staff that are connected to your organization, or who are in your bundle.

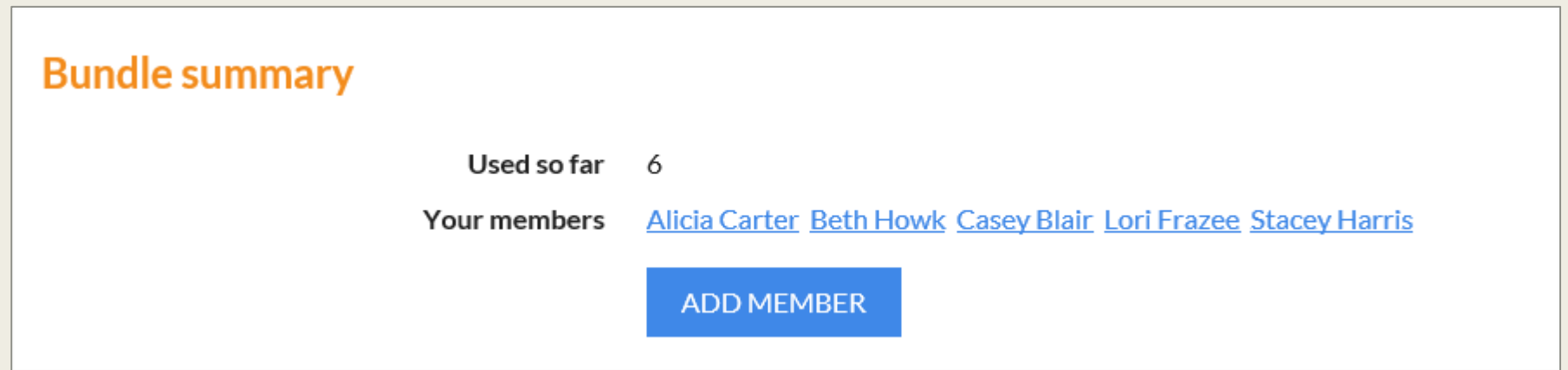
So, start by logging in, then View profile.



# Bundle Administrators

Scroll down the page to your Bundle summary.

There you'll see who is in your bundle. This should be everyone from your organization who needs to exist in the OASFAA database.

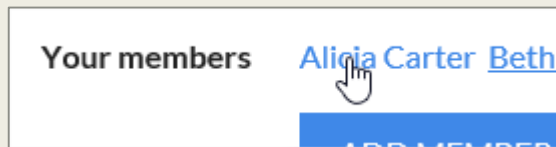


**Bundle summary**

Used so far 6

Your members [Alicia Carter](#) [Beth Howk](#) [Casey Blair](#) [Lori Frazee](#) [Stacey Harris](#)

[ADD MEMBER](#)

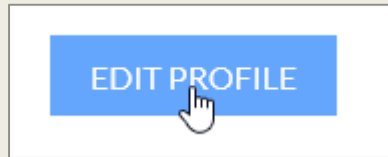


Your members [Alicia Carter](#) [Beth](#)

[ADD MEMBER](#)

Click on one of your members to edit their information.

# Updating Member Information



Click on Edit Profile and update the data points as necessary.

OR

The user can log in and update their own information.

First name	<input type="text" value="Alicia"/>
Last name	<input type="text" value="Carter"/>
Organization	<input type="text" value="University of Oklahoma Health Sci"/>
Email	<input type="text" value="alicia-carter@ouhsc.edu"/>
Phone	<input type="text" value="4052712118"/>
Avatar	<input type="text"/>
an In Financial Aid	<input type="text"/>
in OASFAA	<input type="text"/>

*Don't forget to return to the top of the page to save your changes!*

You are viewing a bundle member record.  
[Return to bundle list and your own profile](#)

A blue rectangular button with the text "SAVE" in white, with a mouse cursor icon pointing at it.

# Adding Member Information

**Bundle summary**

Used so far 6

Your members [Alicia Carter](#) [Beth Howk](#) [Casey Blair](#) [Lori Frazee](#) [Stacy](#)

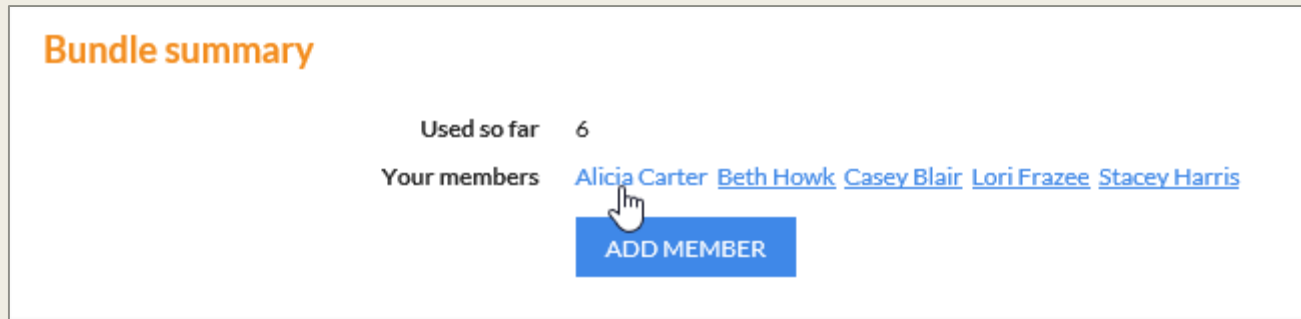
**ADD MEMBER**

Need to add a new member to your institution’s bundle?

Add the information and save it. Once the new user’s information has been added, an email will generate to the user with password creation instructions.

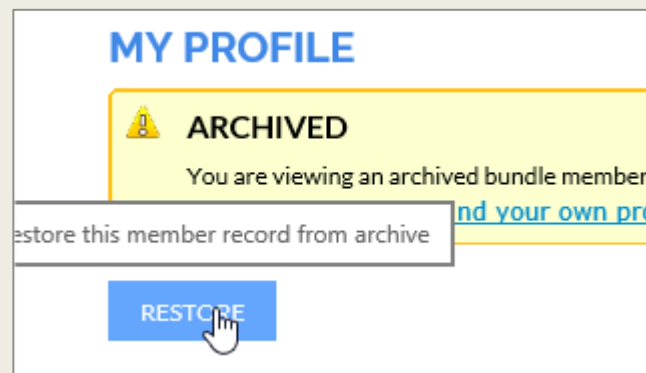
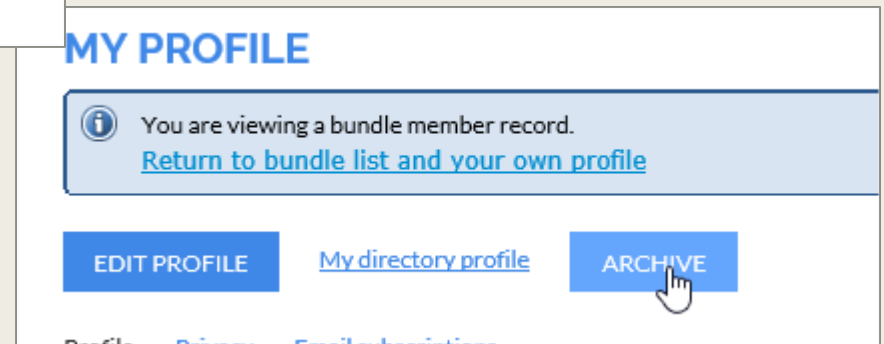
*First name	<input type="text"/>
*Last name	<input type="text"/>
Organization	<input type="text"/>
Email	<input type="text"/>
Phone	<input type="text"/>
Avatar	<input type="text"/>
*Year Began In Financial Aid	<input type="text"/>
*Year Began in OASFAA	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip	<input type="text"/>
Title	<input type="text"/>

# Deleting Member Information



Need to remove someone from your institution's bundle?

Click on the name to remove. Then use the Archive button.



Made a mistake and you don't really want to Archive that person? Just click Restore.