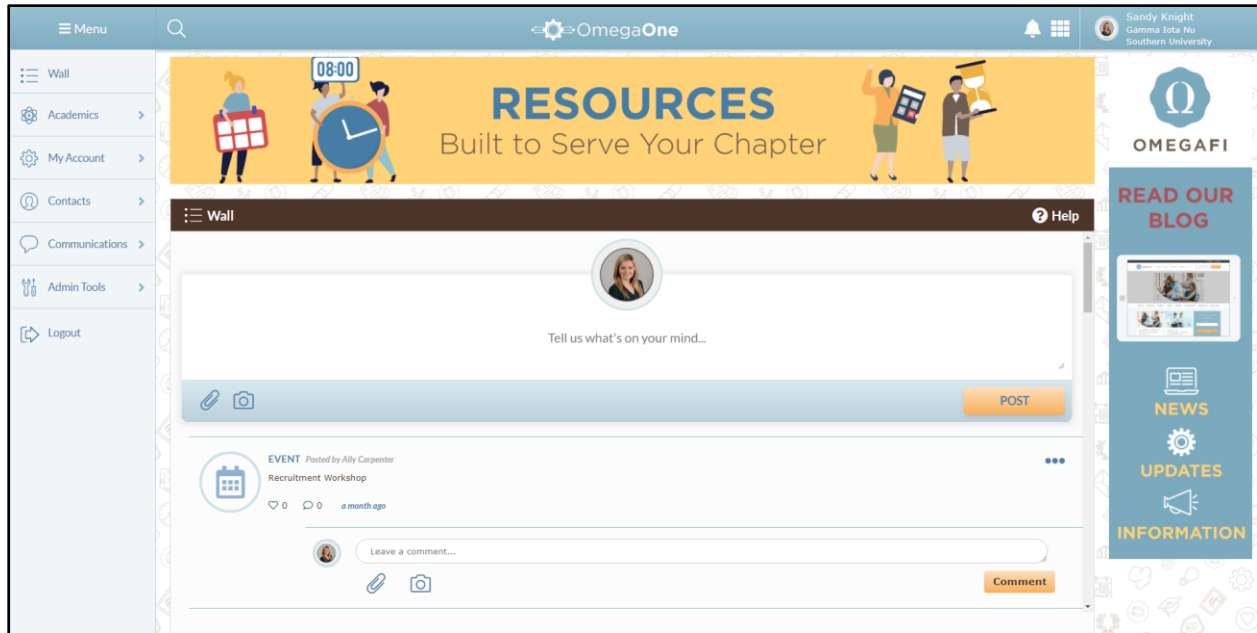


# OmegaOne Overview | OmegaOne



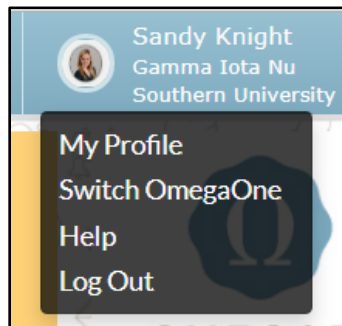
- When you first sign in to OmegaOne, you will always land on the Wall.
  - The Wall provides a summary of recent items such as events, announcements and files that have been added.
  - Members can also post, comment and favorite items on the Wall. This is similar to a social media wall or feed.
- OmegaOne 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.



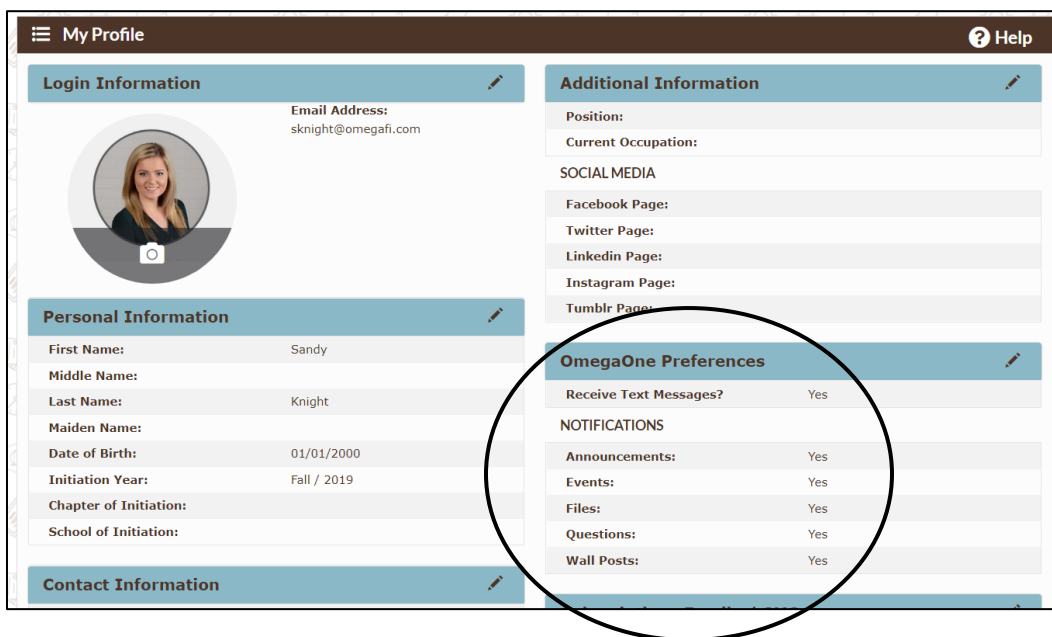
**For more information or with questions, contact:** Our customer service team at [customerservice@omegafi.com](mailto:customerservice@omegafi.com) for assistance. Our office hours are M-F from 8:30am - 5:00pm EST.

# OmegaOne Overview | OmegaOne

- 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.

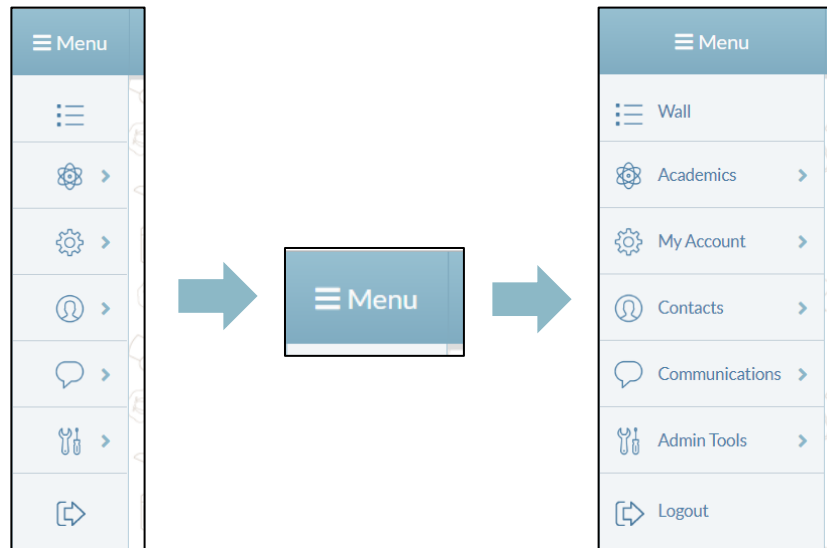


- My Profile is where you update notification settings, add a profile picture and update your contact information.
  - If you wish to receive text messages and push notifications, you will need to update your OmegaOne Preferences.



# OmegaOne Overview | OmegaOne

- 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.












# OmegaOne Overview | OmegaOne

- 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.

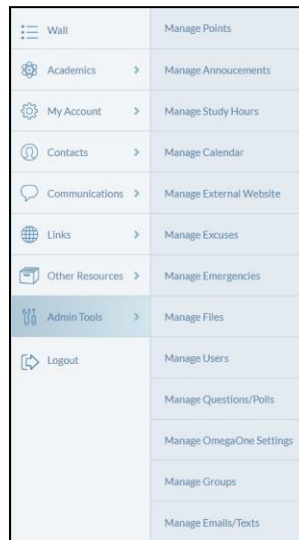
Visible to:
<input checked="" type="checkbox"/> Administrators
<input checked="" type="checkbox"/> Officers
<input type="checkbox"/> New Members
<input checked="" type="checkbox"/> Members
<input type="checkbox"/> Alumnae

- 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 Announcements
 Academics >	Manage Calendar
 My Account >	Manage Excuses
 Contacts >	Manage Files
 Communications >	Manage Questions/Polls
 Links >	Manage Groups
 Other Resources >	Manage Emails/Texts
 Admin Tools >	
 Logout	

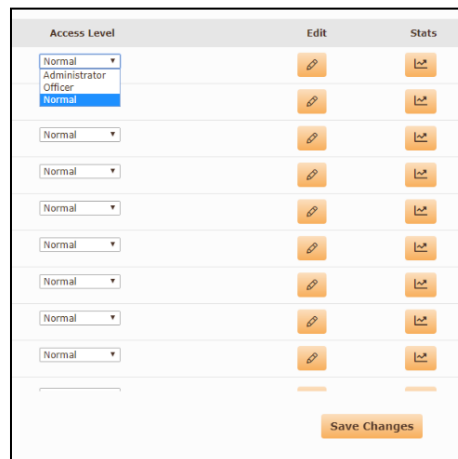
# OmegaOne Overview | OmegaOne



















- **Administrator access** provides access to the member specific menu options and all the admin tools. This is the highest access level within OmegaOne. Admin users can access and manage everything.



Wall	Manage Points
Academics	Manage Announcements
My Account	Manage Study Hours
Contacts	Manage Calendar
Communications	Manage External Website
Links	Manage Excuses
Other Resources	Manage Emergencies
<b>Admin Tools</b>	Manage Files
Logout	Manage Users
	Manage Questions/Polls
	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
Normal		
Administrator		
Officer		
Normal		
Normal		
Normal		
Normal		
Normal		
Normal		
Normal	