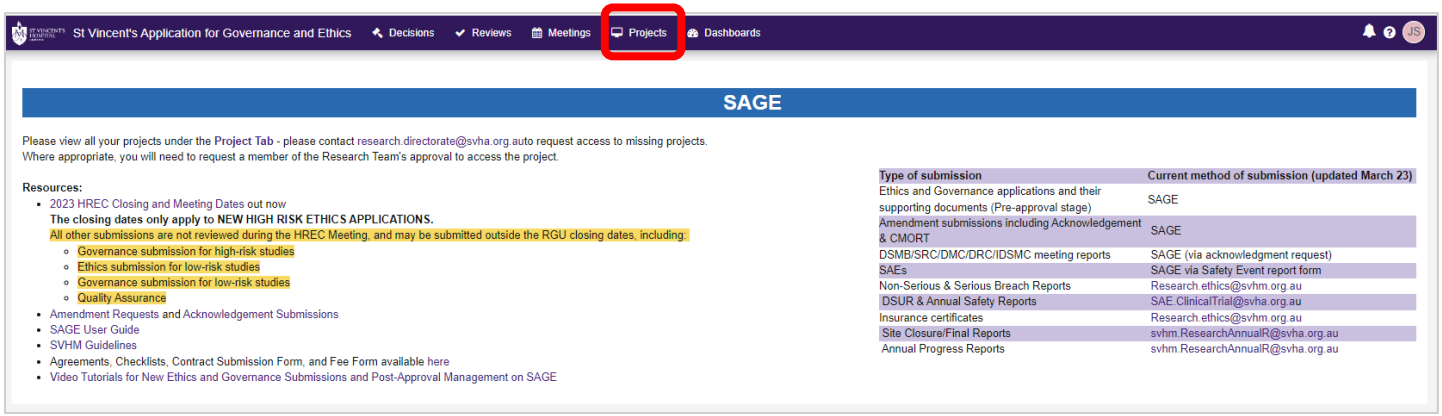
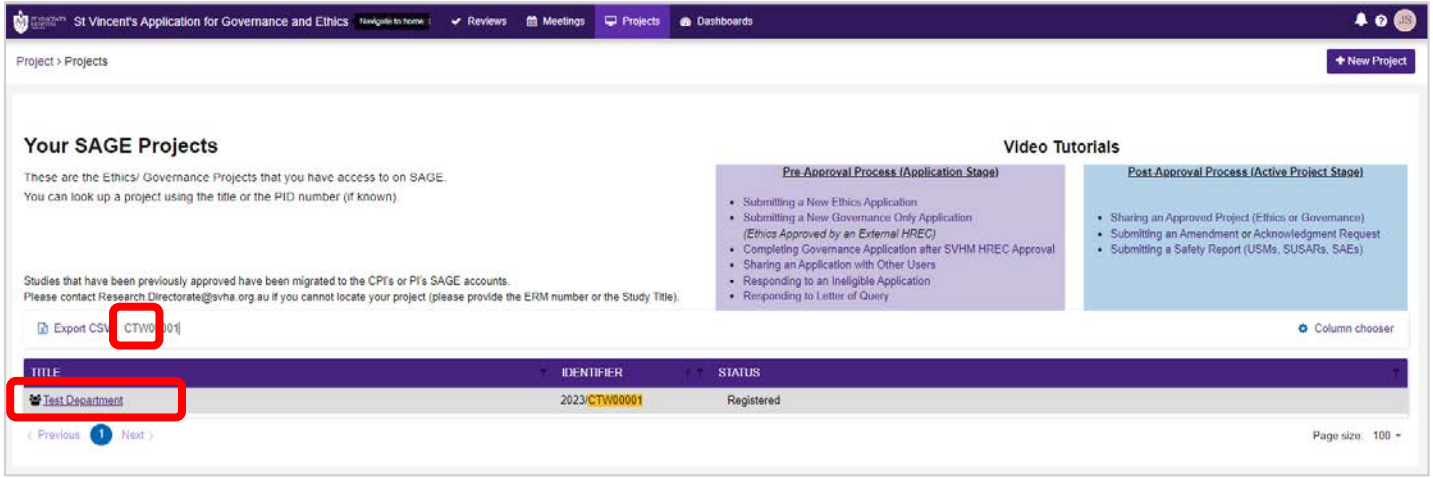
DEPARTMENTAL CHECKLIST WALKTHROUGH – INVITE USER TO REGISTER OR SHARE

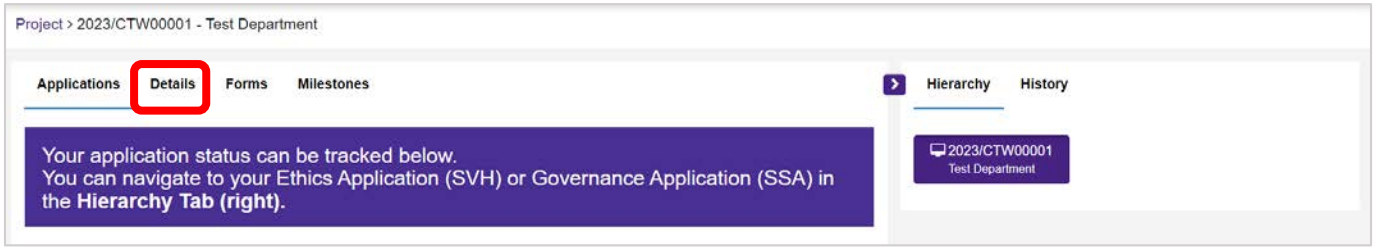
1. Access the department checklist project by clicking on Projects in your SAGE homepage.



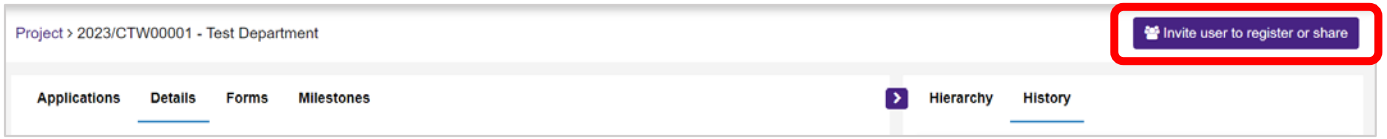
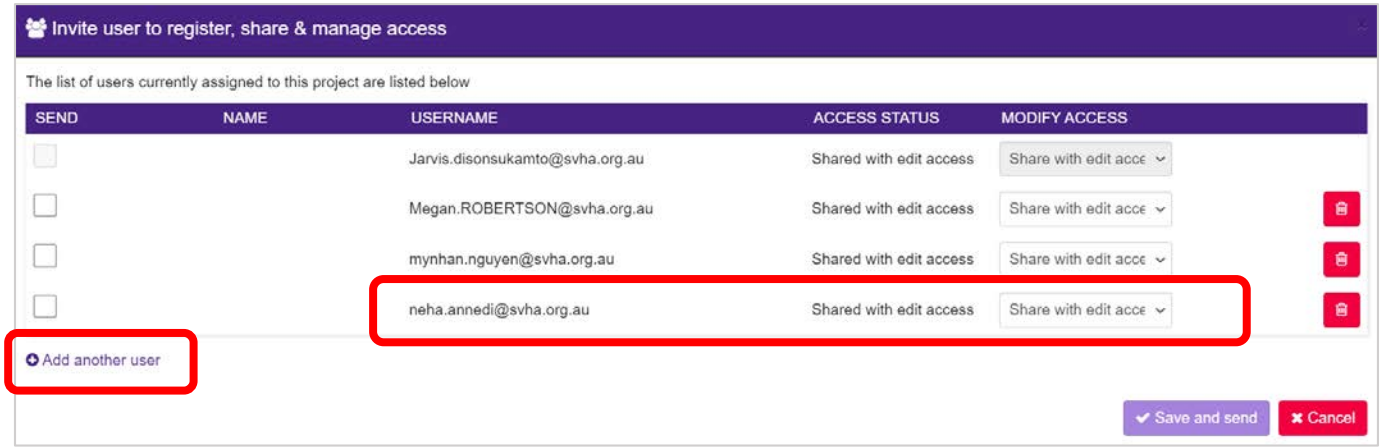
2. Search for the departmental checklist project by typing in **CTW** in the search box.
3. Open up the project by clicking on the title.



4. On the project page, click on **Details**.



5. Click on **Invite user to register or share** on the top right section of the page.



6. A new window will pop up. You may then **Add another user**.
7. Enter the **Email address** of the individual whom you are sharing the checklist.
8. Please make sure that the access status is set to **Share with edit access**.
9. **Save and send**.