Adding Admins to CDO Career Digest Groups

CDO has student groups that they monitor, on portal.som.yale.edu in the Career Digest section. Follow these steps to grant permissions to edit the Digest as administrator to each group.

Step-by-step guide

CDO has student groups that they monitor, on portal.som.yale.edu in the Career Digest section. After joining the group, students can make comments. When they request that we give, one of their staff, permissions to edit the Digest, we go in and add them as administrator to each group.

To add an Administrator:

CAS into portal.som.yale.edu/cas

1. Go to the Menu
2. Hit Career Digest under Careers
3. On the left click Career Digest Directory
4. Click on the group name
5. Hit the Group tab on the top
6. Hit the first choice Add People
7. Start typing the netid or first name in the User name field. (it will auto-populate and give you selections.)
8. Select the correct first last (netid@yale.edu)
9. Select administrator member in the Roles
10. Hit Add users
11. Hit the name of the group, on the top next to Home to get back to the the home page of that group to add another name.

There are about 20 groups. Stay logged and do steps 2-10 for each group.