

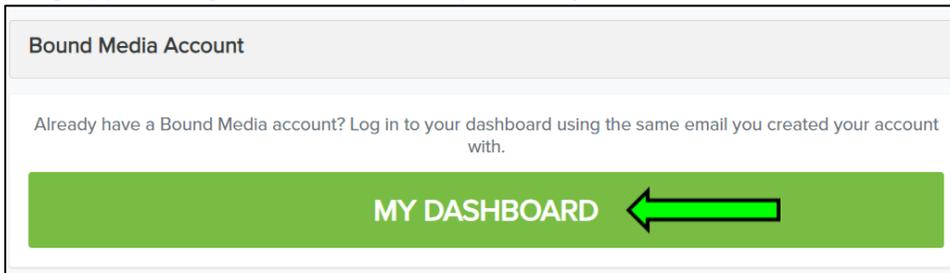
# ADDING USERS TO ORGANIZATION ACCOUNT – MEDIA

**PLEASE NOTE THAT THESE INSTRUCTIONS MUST BE COMPLETED BY THE BOUND ACCOUNT USED TO CREATE THE ORIGINAL MEDIA ORGANIZATION ACCOUNT.**

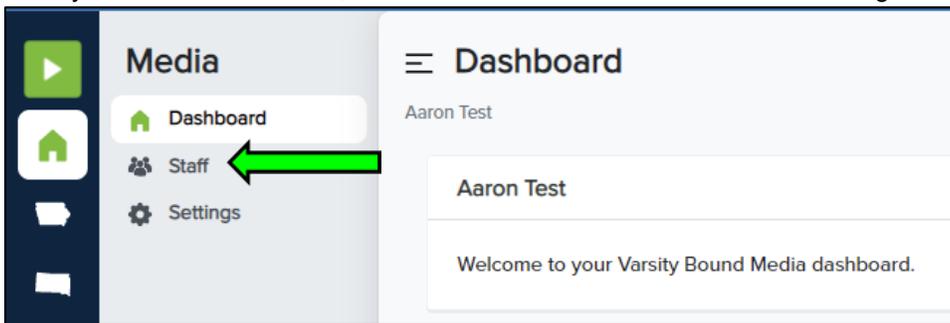
1. Go to <https://www.sdhsaa.com> and click the gray “Media Login” button in the top right corner of the page.



2. Login to the Bound account that originally created the media account by whichever means you created the account (either using Apple, Google, or email address/password) and then click the “MY DASHBOARD” button.



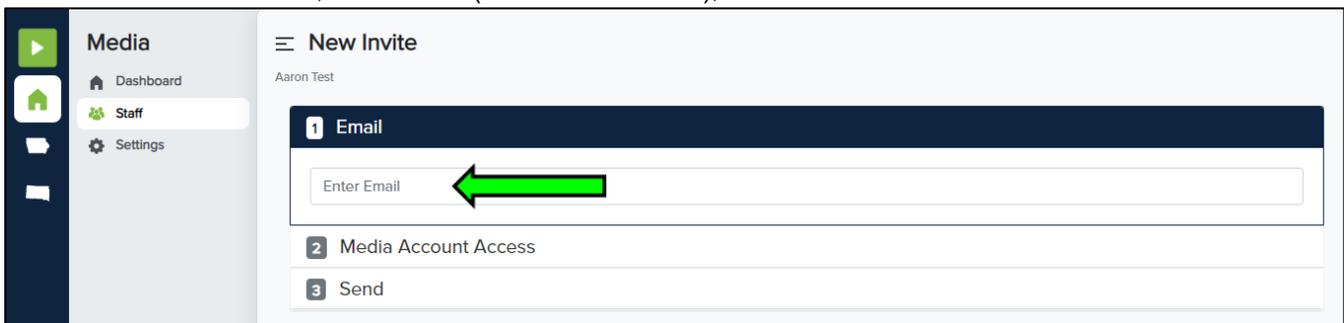
3. From your Media Dashboard, click the “Staff” link under the ‘Media’ heading in the light gray area.

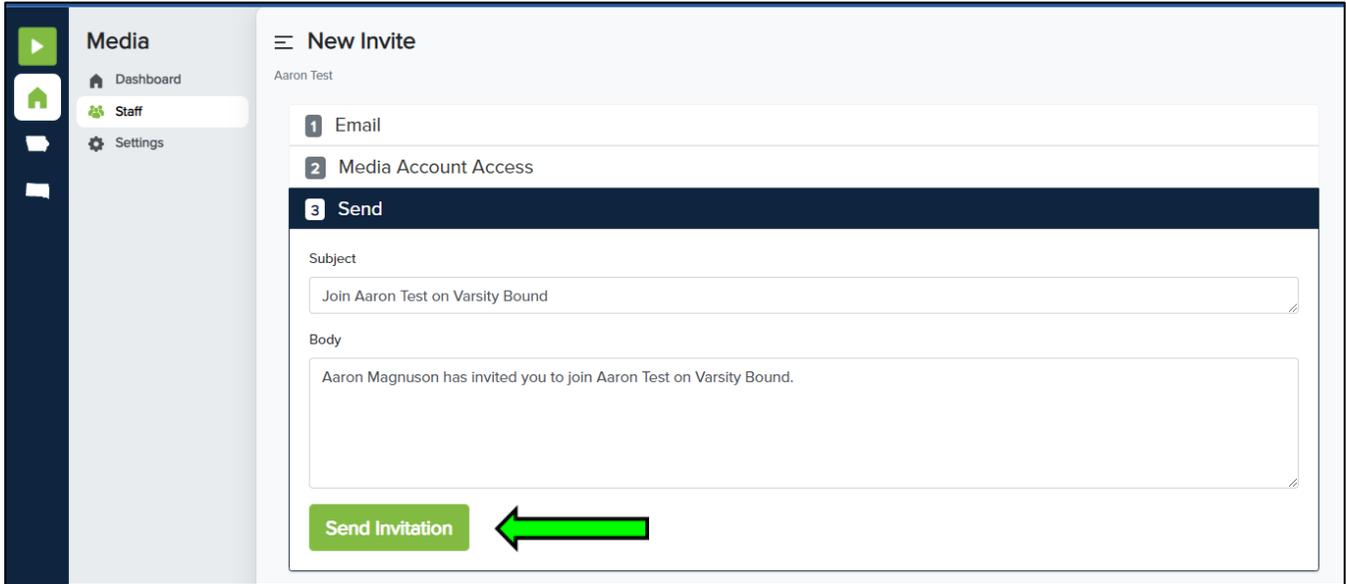
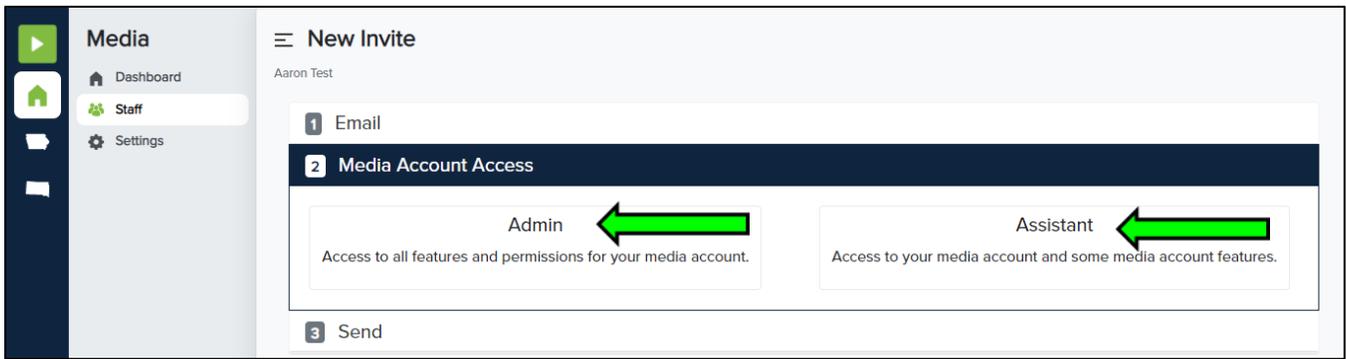


4. Click the “Send Invite” button in the top-right corner of the screen.



5. Enter user’s email address, access role (Admin or Assistant), and then click “Send Invitation”.





6. User will receive an email invitation to join your media organization on Bound. S/he simply needs to click the “Join Now” link in the email and follow the instructions [HERE](#) to create his or her account on Bound.