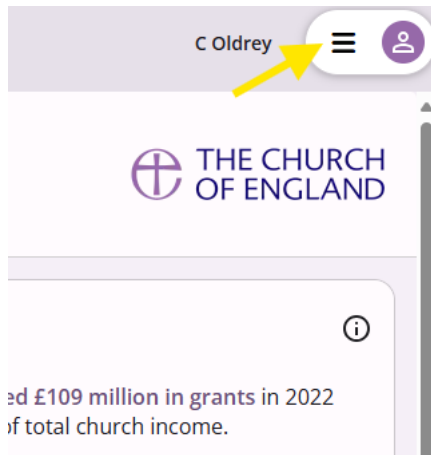
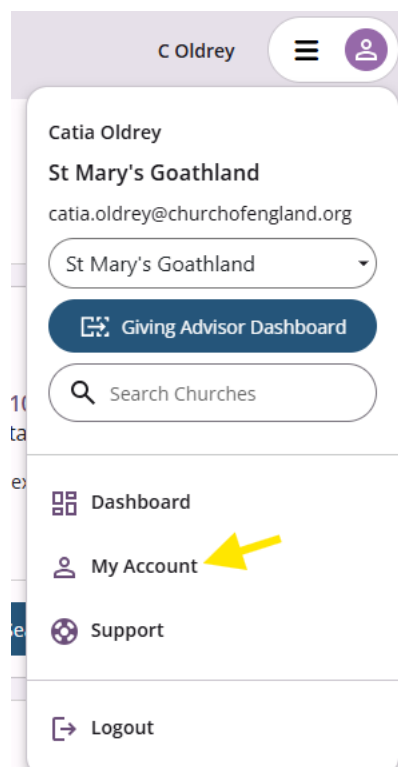


How to add other users to Cornerstone Dashboard

1. Once you have logged in to the Cornerstone platform, click on the three horizontal lines next to your name (on the right-hand side of the page).



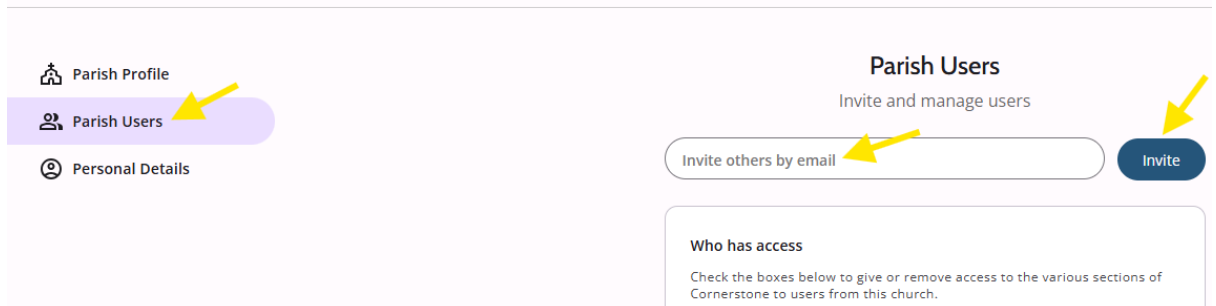
2. You can then click on the 'My Account' button.



- The last step is to click on the 'Parish Users' tab, then add the email address of the person you are inviting to join the dashboard and finally, click on the 'Invite' button.

My Account

Update settings and preferences



Parish Users
Invite and manage users

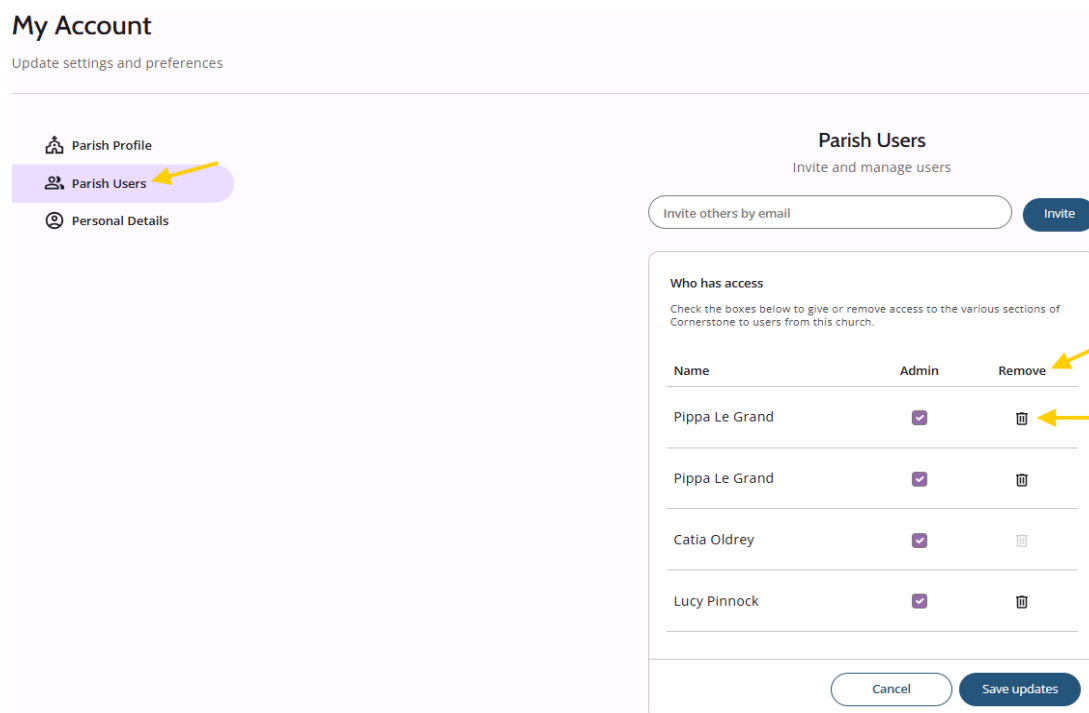
Invite others by email

Who has access
Check the boxes below to give or remove access to the various sections of Cornerstone to users from this church.

Note:

Once a Giving Advisor has invited the lead contact to the dashboard, the lead contact is then responsible for inviting others from the church to have access.

If someone who has access no longer needs it, for example they've left the church/PCC, then those with existing access are responsible for keeping the users list up to date on Cornerstone. You can remove users as per the screenshot below, or let your Giving Advisor know so they can make the change.



Parish Users
Invite and manage users

Invite others by email

Who has access
Check the boxes below to give or remove access to the various sections of Cornerstone to users from this church.

Name	Admin	Remove
Pippa Le Grand	☒	☐
Pippa Le Grand	☒	☐
Catia Oldrey	☒	☐
Lucy Pinnock	☒	☐

Cancel