

# Update Staff/Board Members in ASPeN

## Replace Staff/Board Member

1. Make sure you are logged in. Go to the ASPeN Admin page:  
<https://mslservices.mt.gov/ASPeN/Admin/>
2. Scroll down the menu to "Positions." Click "UPDATE."
3. Find the position/person that you wish to replace. Click the remove/replace icon that displays a scroll and a gray "X."
4. You will be redirected to the "Positions – Remove/Replace" page. Specify an end date, then select "Replace this position with another person." Click "Save" when done.
5. You will be directed to a "Positions – Create New" page. Direct your attention to the "Person" field, which is the first field on the page.
  - a. If this person is already involved with a library or has been in the past, they are probably already in ASPeN. Click the drop-down box and find their name.
  - b. If this person is not in ASPeN, click "Create New Person" and complete the required fields. Click "save" when done.
6. Complete the required fields for the position. **Make sure you select the right position type.**
7. Click "Save" in the blue box at the bottom of the page.

Alternatively, you can follow these steps:

1. Make sure you are logged in. Go to your organization's main page and scroll down to "Contacts."
2. Find the position/person that you wish to replace. Click that person's name.
3. You will be redirected to that position's page, which shows information about the person who previously held that position. Click "Remove/Replace."
4. You will be redirected to the "Positions – Remove/Replace" page. Specify an end date, then select "Replace this position with another person." Click "Save" when done.
5. You will be directed to a "Positions – Create New" page. Direct your attention to the "Person" field, which is the first field on the page.
  - a. If this person is already involved with a library or has been in the past, they are probably already in ASPeN. Click the drop-down box and find their name.
  - b. If this person is not in ASPeN, click "Create New Person" and complete the required fields. Click "save" when done.
6. Complete the required fields for the position. **Make sure you select the position type.**
7. Click "Save" in the blue box at the bottom of the page.

# Update Staff/Board Members in ASPeN

## Add New Staff/Board Member

Follow these steps *only* if you are adding a new person/position at your library, and they are not replacing another person.

1. Make sure you are logged in. Go to the ASPeN Admin page:  
<https://mslservices.mt.gov/ASPeN/Admin/>
2. Scroll down the menu to “Positions.” Click “UPDATE.”
3. Click “Create New Position.”
4. Click the “Create New Position” text in blue.
5. You will be directed to a “Positions – Create New” page. Direct your attention to the “Person” field, which is the first field on the page.
  - a. If this person is already involved with a library or has been in the past, they are probably already in ASPeN. Click the drop-down box and find their name.
  - b. If this person is not in ASPeN, click “Create New Person” and complete the required fields. Click “save” when done.
6. Complete the required fields for the position. **Make sure you select the position type.**
7. Click “Save” in the blue box at the bottom of the page.

## Remove Staff/Board Member

Follow these steps *only* if you are removing a person as a board/staff member without putting someone else in their place yet.

1. Make sure you are logged in. Go to the admin page:  
<https://mslservices.mt.gov/ASPeN/Admin/>
2. Scroll down the menu to “Positions.” Click “UPDATE.”
3. Find the position/person that you wish to replace. Click the remove/replace icon that displays a scroll and a gray “X.”
4. You will be redirected to the “Positions – Remove/Replace” page. Specify an end date, then select “Show the position as vacant in ASPeN.” Click “Save” when done.