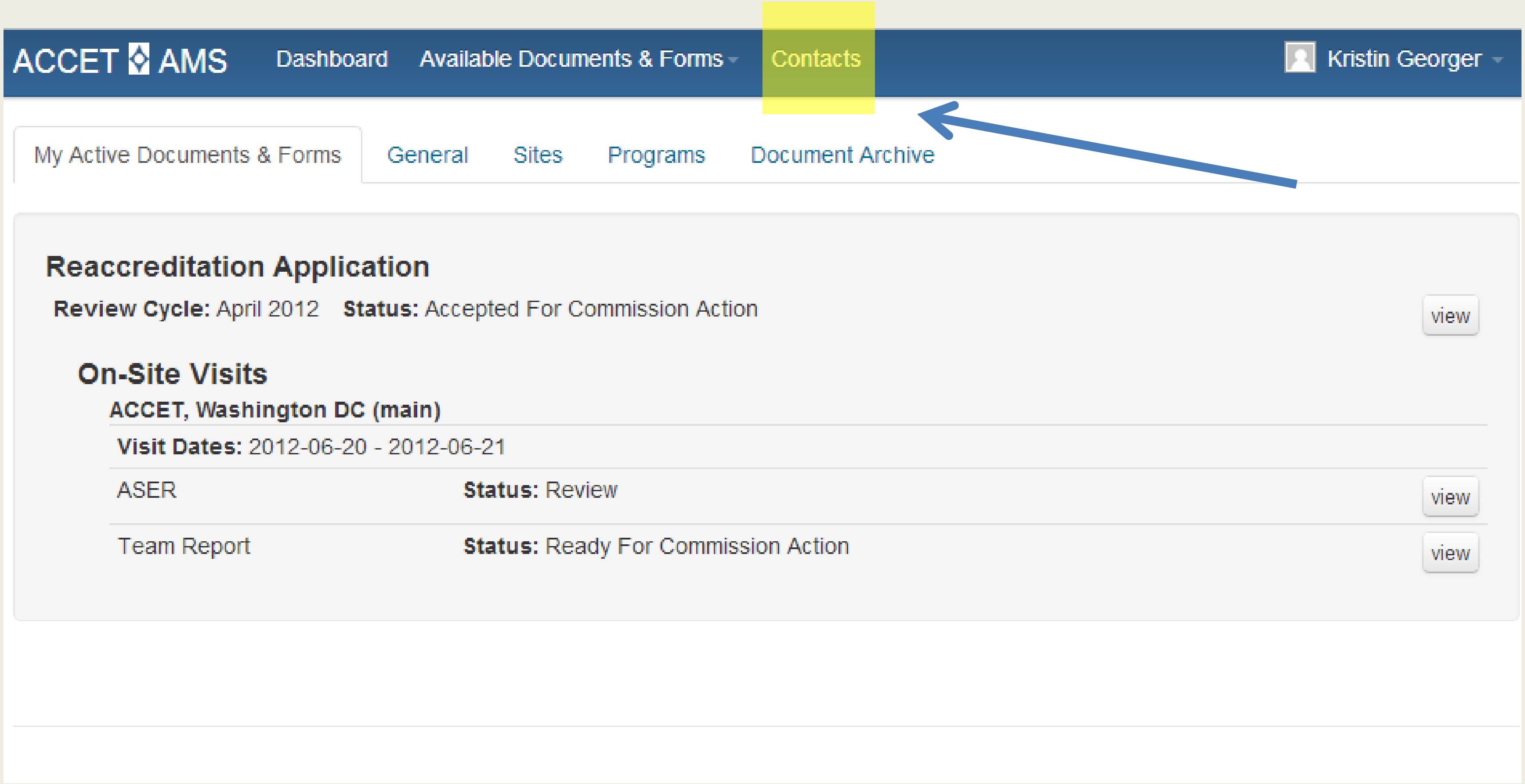
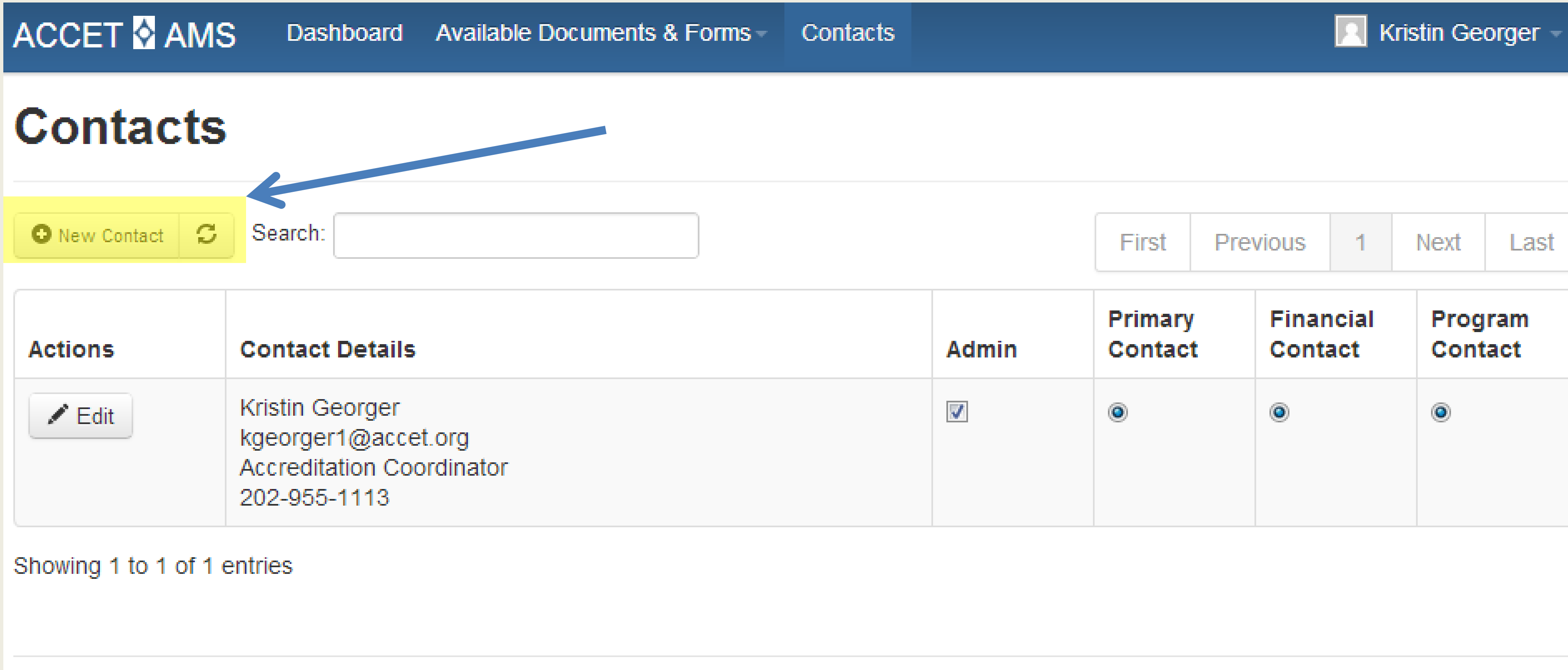
Updating Contact Information

How to add, delete, and edit contact information on AMS

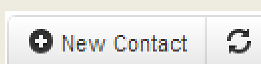


Sign in to AMS at www.ams.accet.org

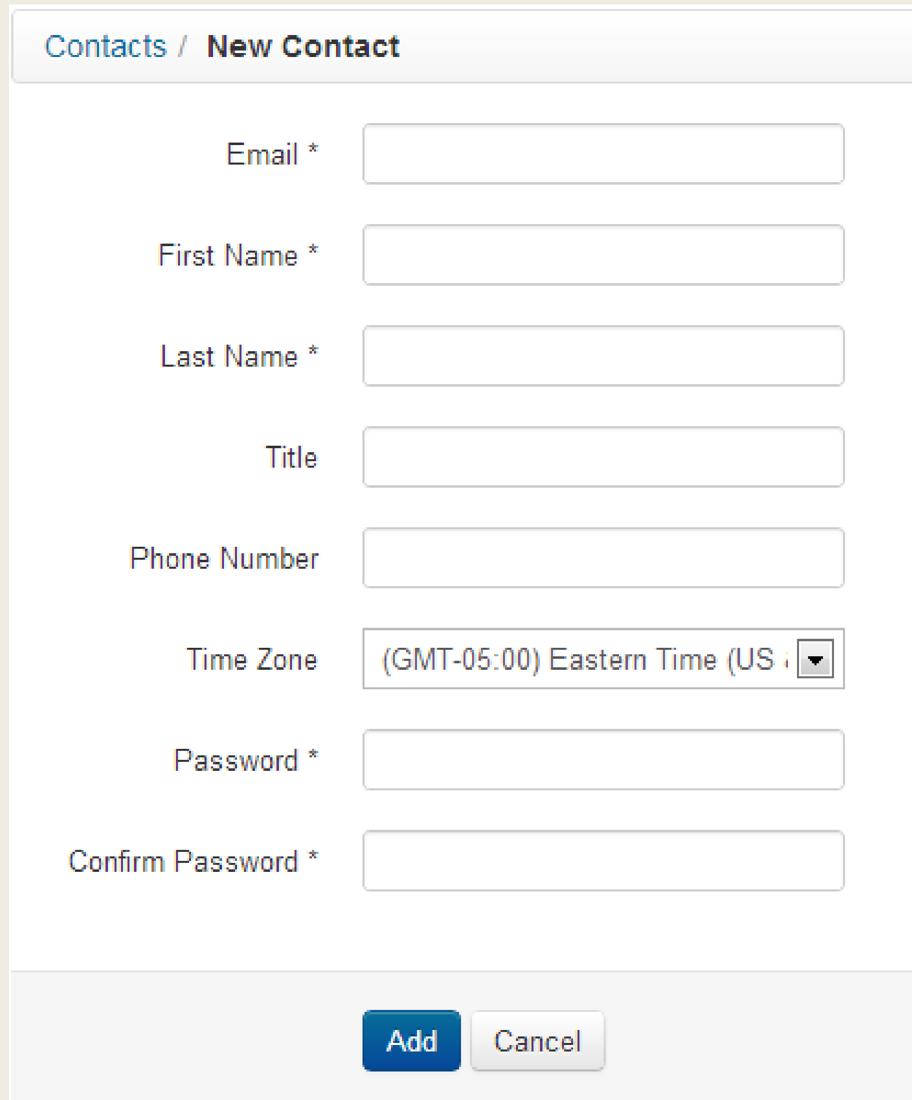
To begin to add/edit/delete contacts click on the “Contacts” in the blue header.

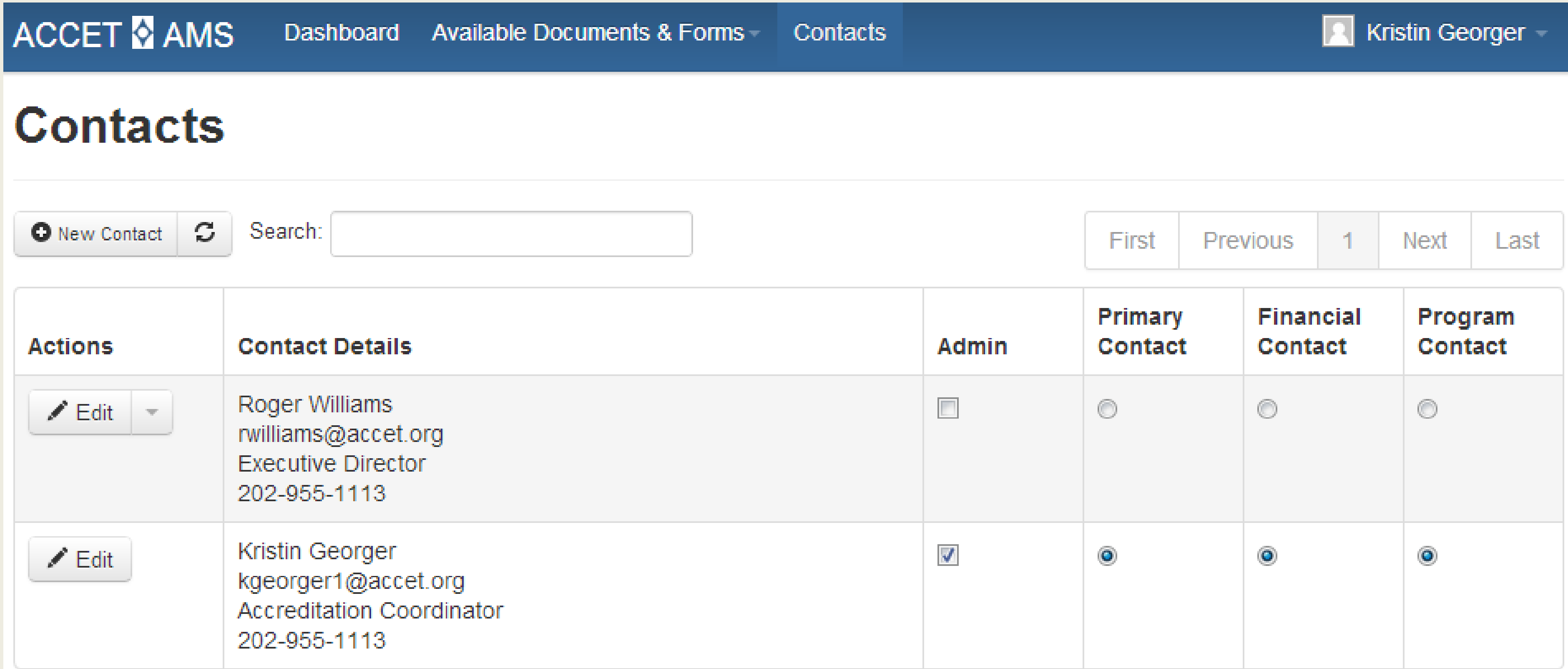


Adding a new contact:

Click on “New Contact” 

Complete all fields for the new contact before clicking "add"



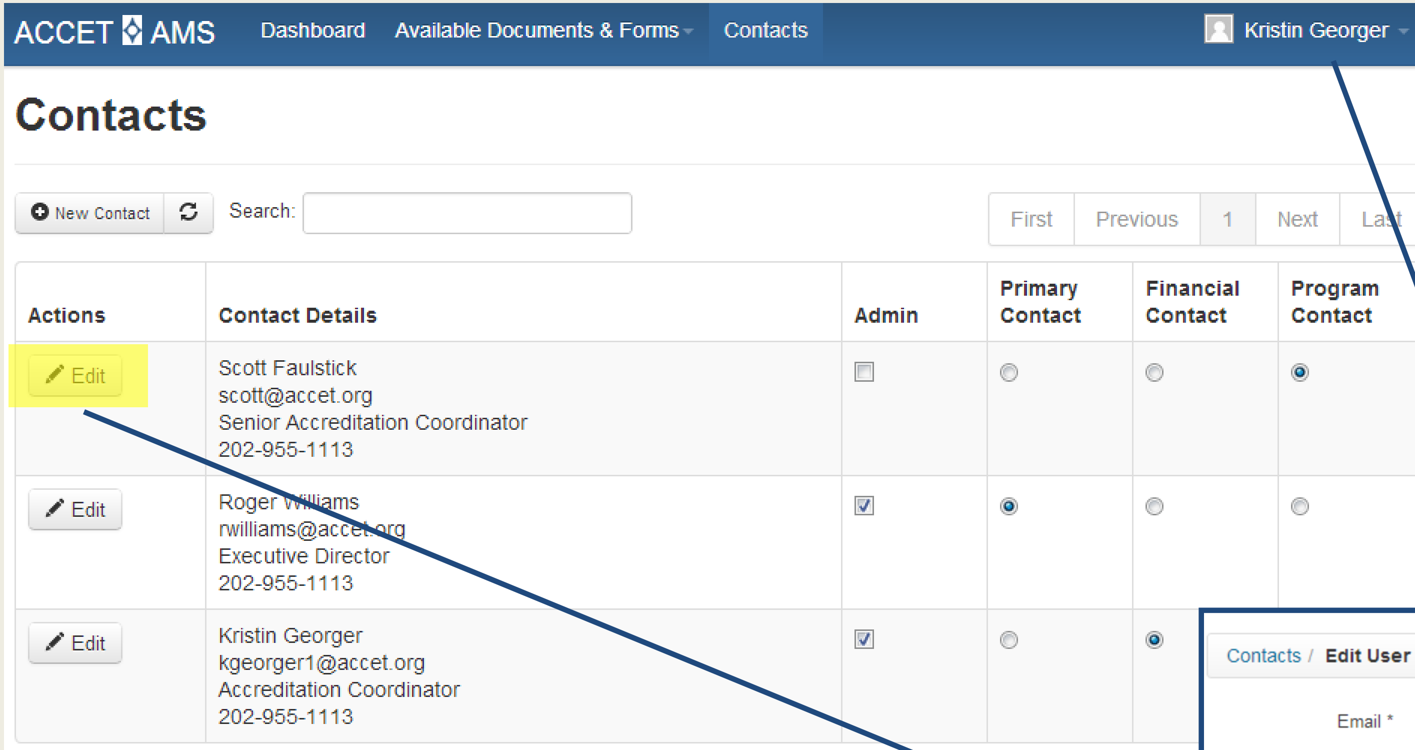


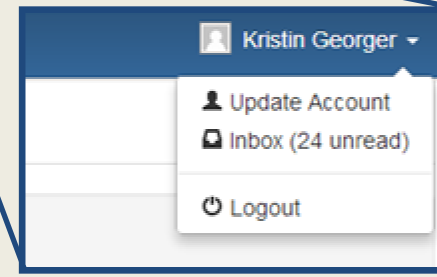
You should now see your new contact added to your contact list.

At this point you may change any of the roles listed for any contacts.

Any contact may be listed as an “Admin”, which allows that contact to add/delete/edit contact information.

Only one person can be listed for each of the roles of Primary, Financial, and Program. It is best if each of these roles is listed as a different contact at your institution.



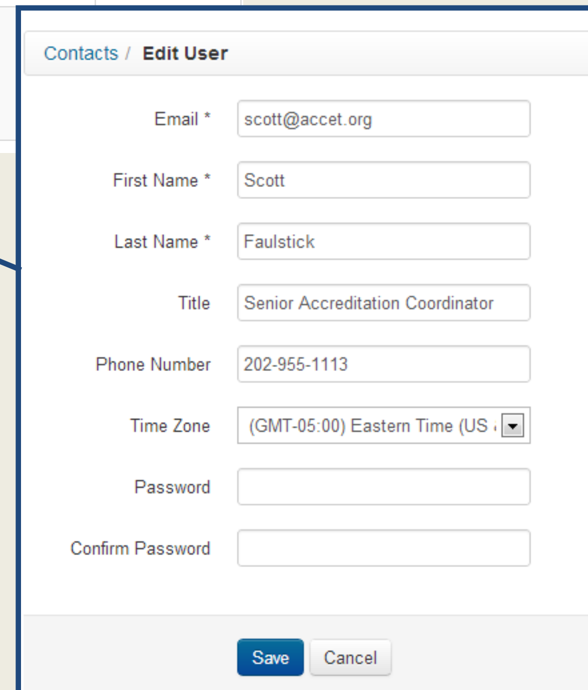


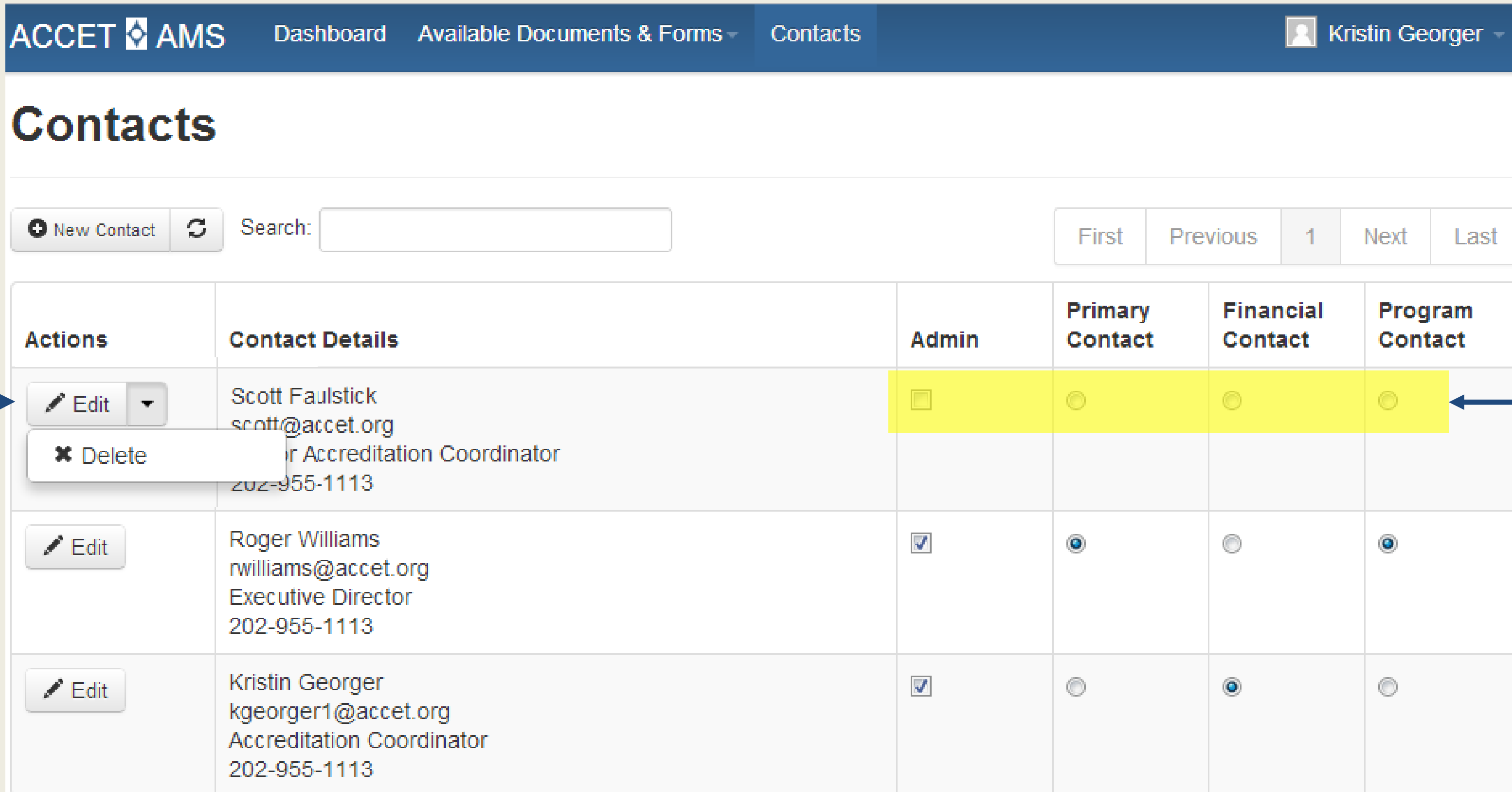
Editing a contact:

Each user may edit his/her contact information by clicking their name in the upper right hand corner.

To edit other contacts click on the "Edit" button next to the contact you wish to edit.

**Remember to hit "Save" when finished.





Deleting a contact:

A contact may not be deleted until all Roles (admin/primary/financial/program) are unchecked

Once all buttons are unchecked a drop-down box will appear next to the "Edit" button to the left of the contact's name.

If you have any further questions about AMS please contact Ms. Kristin Georger at kgeorger@accet.org or at 202-955-1113 x113