



Updating Contact Information

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

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Reaccreditation Application

Review Cycle: April 2012 **Status:** Accepted For Commission Action[view](#)

On-Site Visits

AC CET, Washington DC (main)**Visit Dates:** 2012-06-20 - 2012-06-21

ASER

Status: Review[view](#)

Team Report

Status: Ready For Commission Action[view](#)

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

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

Contacts



+ New Contact
↻
 Search:

First
Previous
1
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Last

Actions	Contact Details	Admin	Primary Contact	Financial Contact	Program Contact
✎ Edit	Kristin Georger kgeorger1@accet.org Accreditation Coordinator 202-955-1113	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

Showing 1 to 1 of 1 entries

Adding a new contact:

Click on “New Contact”

+ New Contact
↻

Complete all fields
for the new contact
before clicking
“add”

Contacts / **New Contact**

Email *

First Name *

Last Name *

Title

Phone Number

Time Zone (GMT-05:00) Eastern Time (US

Password *

Confirm Password *

Contacts

[+ New Contact](#)Search:

First

Previous

1

Next

Last

Actions	Contact Details	Admin	Primary Contact	Financial Contact	Program Contact
Edit	Roger Williams rwilliams@accet.org Executive Director 202-955-1113	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Edit	Kristin Georger kgeorger1@accet.org Accreditation Coordinator 202-955-1113	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>

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.

Contacts

+ New Contact



Search:

First

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Actions

Contact Details

Admin

Primary Contact

Financial Contact

Program Contact

Edit

Scott Faulstick
scott@accet.org
Senior Accreditation Coordinator
202-955-1113



Edit

Roger Williams
williams@accet.org
Executive Director
202-955-1113



Edit

Kristin Georger
kgeorger1@accet.org
Accreditation Coordinator
202-955-1113



Kristin Georger

Update Account

Inbox (24 unread)

Logout

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.

Contacts / Edit User

Email * First Name * Last Name * Title Phone Number Time Zone Password Confirm Password

Save

Cancel

Contacts

+ New Contact

Search:

First

Previous

1

Next

Last

Actions	Contact Details	Admin	Primary Contact	Financial Contact	Program Contact
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Scott Faulstick scott@acct.org Accreditation Coordinator 202-955-1113	<input type="checkbox"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="button" value="Edit"/>	Roger Williams rwilliams@acct.org Executive Director 202-955-1113	<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="button" value="Edit"/>	Kristin Georger kgeorger1@acct.org Accreditation Coordinator 202-955-1113	<input checked="" type="checkbox"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

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