

UPDATE ACCREDITATION TEAM CANDIDATES

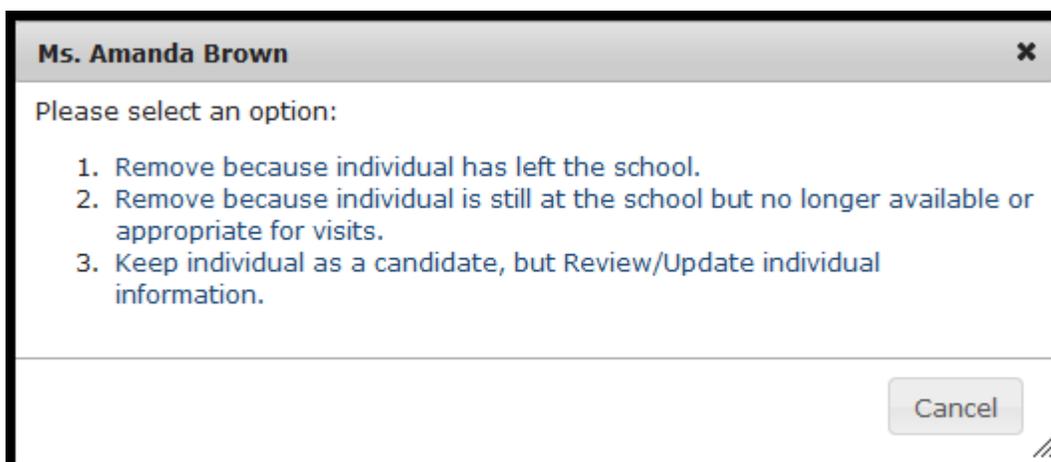
The **ACCREDITATION** section contains the members of your faculty and staff who are currently candidates to be placed on Visiting Teams for the ISACS Accreditation process. It can be accessed by [logging into the member area](#) on the ISACS website and clicking on the **Accreditation** link on the left hand side of the page.

Please read the description provided for recommending candidates and **scroll down** to review the list of candidates previously submitted by your school.

Name	Position Title	Email
 Ms. Amanda Brown	Office Manager	amanda@isacs.org
 Mrs. Susan Lovejoy (Susan)	Coordinator of Accreditation Services	susan@isacs.org
 Mr. Kevin Rooney	Director of Accreditation Services	kevin@isacs.org
 Mr. Keith Shahan (Keith)	Head of School	kshahan@isacs.org

To **EDIT** the List:

Click the green  icon next to the **individual** you wish to edit. You will be shown three statements. **Click on** the statement that applies to the **individual** in that selection:



Ms. Amanda Brown

Please select an option:

1. Remove because individual has left the school.
2. Remove because individual is still at the school but no longer available or appropriate for visits.
3. Keep individual as a candidate, but Review/Update individual information.

Cancel

1. *Remove...Individual has left the school:* **This option will remove this individual from the list of personnel at your school.** However, they will remain in the ISACS database with no current school assignment. *****If you select this option for an individual by mistake, please call the ISACS office at 312-255-1244 or email info@isacs.org so ISACS staff can assist you in correcting the error.**
2. *Remove...Individual is still at the school but no longer available for visits:* This option only removes the individual from the Accreditation Team Candidates list. This can be changed at any time.
3. *Keep...but Review/Update individual information:* This option allows you to edit the title, job category or contact information for an individual.

To ADD to the List:

If the person you wish to add is already in your school's ISACS database, select the individual from the drop-down list as shown below and then select the blue ADD button next to the drop-down list:

Select an Individual*:

If you do not find the individual in the drop-down list, select

This option will take you to a blank form where you will add this individual to your Accreditation list, as well as your school's Faculty/Staff database.

1. When adding a new individual, you will be required to enter the following information: title (Mr./Mrs./Ms. etc.), first name, last name, custom position title, unique email address, telephone number and select appropriate job categories.
2. Be sure to scroll down and click when all the information is complete. **If the email address you entered already exists in the ISACS database, the system will alert you.**

• **Email address is already registered for Ms. Amanda Brown (Brown) (amanda@isacs.org). Click here to edit information for Ms. Amanda Brown (Brown) (amanda@isacs.org) or enter a different email address for the new individual.**

- If the individual you are entering is listed in green in the error message, that individual is already listed in the database. Return to the Accreditation page and check the drop-down list for that individual before creating a new entry (to avoid duplicating the individual in the database).
 - If the individual you are entering is NOT the individual listed in the error message, you MUST enter a unique email address for the new individual.
3. When finished, you can select and scroll down to view your additions to the Accreditation Team Candidate list.

FINAL STEP

Once all updates are made, follow the steps below to indicate that you have reviewed all the information.

Check the box below and click on SUBMIT when you have completed ALL updates, deletions and additions for accreditation visiting team candidates.

All accreditation visiting team candidate updates are complete.

Clicking this button will send an email to ISACS to indicate that you have reviewed the Accreditation list and completed the update for your school. **ISACS will then send an email to your selected candidates requesting additional biographical information from each person.**

When all of your school's information has been updated, please return to your school's main school info page.

The screenshot shows the ISACS website interface. At the top right, there is a link for "RETURN TO MAIN WEBSITE". The ISACS logo is on the left, with the text "Independent Schools Association of the Central States". A blue sidebar on the left contains navigation links: "ISACS SCHOOL", "SCHOOL INFO", "ACCREDITATION", "JOB BOARD", and "LOGOUT". The main content area is titled "ISACS SCHOOL" and "School Info". It features two boxes: a green-bordered box on the left indicating that general and faculty information is complete, with a button to "MARK UPDATE AS NOT COMPLETE"; and a red-bordered box on the right indicating that accreditation information is not complete, with a button to "I HAVE UPDATED MY ACCRED INFORMATION".

Please check that your Accreditation Update is complete and that no error messages remain in your school information. If you see an error, click the blue link(s) to resolve the error(s).

This is a red-bordered reminder box. The text inside reads: "School update of accreditation information is NOT COMPLETE." followed by "To indicate that this accreditation update is complete, please click the button below." and a blue button labeled "I HAVE UPDATED MY ACCRED INFORMATION".

This reminder box will appear on your school's information page each year near the time we ask for Accreditation Team Candidate updates and will turn green once the button is clicked. This way, ISACS can ensure that you review your information on an annual basis. ISACS will pull a list of the schools who have not updated their information and send email reminders until each school has reviewed their database information.

Thank you for updating your school's records.

Please contact info@isacs.org if you need assistance in this process.