



## Association Management Software (AMS) System FAQs

### What is different about this AMS System?

This AMS system is built around the “Individual User” and the ability to grant them rights and permissions on behalf of the school (when applicable) through unique roles and relationships which are assigned and managed by the school’s ISACS Information Contact Managers. This will allow the individual user’s profile to travel with them should they depart or transfer from an ISACS member school.

As a result, member schools are no longer responsible for “adding users” to their contact list. Instead, schools will instruct all staff, faculty, and board chair/members who aren’t in the system to “Sign Up” for an account in the ISACS portal. For those who are already in the system, please instruct them to “Login” and update their migrated profile. Going forward, only those with the relationship of “Org. Primary Contact (Login Rights)” will manage and delete users/roles in the system. Please note that all contacts currently in the system will receive the formal announcement with login instructions on April 23, 2021.

### What are the rights of the “Org. Primary Contact (Login Rights)” for your school?

As an employee for the school with the “Org. Primary Contact (Login Rights)” relationship, you now can seamlessly switch from your individual profile to your school’s profile, thus eliminating the need for separate member school logins and passcodes.

Anyone with the “Org. Primary Contact (Login Rights)” relationship will be able to do the following on behalf of the school:

- Review and update school information for the ISACS database and Member Directory
- Access the Career Center to post and manage job openings
- View accreditation and membership status
- Manage event registrations, access group registrations & pay invoices
- Manage the school’s faculty and staff contacts
  - providing the ability to assign additional unique roles associated with being an ISACS Member School (i.e., Accreditation Team Candidates, ISACS Steering Committee Chair, ISACS Teacher Representatives)

### How many contacts can have the “Org. Primary Contact (Login Rights)” relationship?

The system allows a school to assign this relationship to as many contacts as they determine. ISACS recommends using your best judgement and assigning to only those who will actively be in the system and will need those access rights.

For example, most schools will designate one person as the ISACS Information Contact Manager with the relationship of “Org. Primary Contact (Login Rights)” granting them the ability to login and switch to the school profile to manage the school’s contacts, post jobs, pay invoices, conduct group registration, etc.

### What if a search firm would like to post a job on behalf of the school?

If you are working with a search firm or any outside company who would need the ability to post a job on behalf of the school, please instruct them to visit the ISACS member portal, click on the profile icon in the top right corner, select “Sign Up”, and complete the profile creation process. Once they have successfully created a profile, the ISACS Information Contact Manager should login and assign them the unique role of “Job Posting Rights”.

**If you need any assistance, please contact  
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