



Organization Profile Update & Contact Management Instructions for Individual Users with the Relationship of “Org. Primary Contact (Login Rights)”

- Switch to the Organization Profile by clicking on your icon in the top right corner
- Select the profile with your School’s name
 - If your school has campuses that you manage, those campuses also will be listed. If you do not see additional campuses, please contact Jacob Isaac, ISACS Director of Technology, at jacob@isacs.org
- Click on “My Profile” and then the pencil icon in the following areas to edit/update the Member School information (e.g., enrollment, view accreditation information, add billing contact)
 - “Profile Picture” icon the blue banner to upload a photo of your school
 - "My Organization Information" section to update and answer new key demographic questions regarding your position and role at an ISACS member school

If you have any issues or need assistance, please contact Jacob Isaac, ISACS Director of Technology, at jacob@isacs.org.

The screenshot shows the ISACS website interface. At the top, there is a navigation bar with links for Home, Directory, Events, Career Center, ISACS Connect, and Sponsors. A yellow circle highlights the user profile icon in the top right corner. Below the navigation bar is a blue banner with the ISACS logo and the text "ISACS - Independent Schools Association of the Central States" and "Chicago, IL". A yellow circle highlights the profile picture icon. Below the banner is a tabbed interface with "My info", "Membership", and "My Account" tabs. The "My info" tab is active, showing "My Organization Information" with fields for Phone Numbers, Addresses, and Billing Email Address. A yellow circle highlights the pencil icon used to edit the information.

Organization Contact Management Instructions

Only for those with the Relationship of "Org. Primary Contact (Login Rights)"

- Switch to the Organization Profile by clicking on your icon in the top right corner
- Select "Manage Org Contacts" to review and remove contacts associated with your school that were imported from the previous ISACS database.
- **To add a role/contact:**
 - An individual must have a record in the system for you to manage their role at your school
 - Individual users are now responsible for adding themselves to the member school listing
 - We encourage all staff and faculty at our member schools to "Sign Up"
 - Click on the link to download an email template to send to your staff and faculty with instructions on how to Sign Up
- **To remove a contact/role:**
 - Click on the trash icon in red to the right of their name
 - Note that a contact can have more than one role, so to fully remove them you will need to delete all roles associated with that contact
 - Use the search bar or the role refinement tool in the left-hand margin to sort roles, this is particularly useful if you are a large school
- **To add a role to an existing contact:**
 - Click on the icon that resembles "a person with + symbol"
 - Enter their name and email (you must enter email address correctly), select the role from the drop down, and click "Update"
 - Remember that anyone who receives the role of "Job Posting Rights" will be able to post jobs in the career center on behalf of the school and anyone who receives the relationship of "Org. Primary Contact (Login Rights)" will be able to login as the school to make edits, manage contacts, post jobs, pay invoices, etc.

If you have any issues or need assistance, please contact Jacob Isaac, ISACS Director of Technology, at jacob@isacs.org

The screenshot shows the ISACS website's contact management interface. The top navigation bar includes links for Home, Directory, Events, Career Center, ISACS Connect, and Sponsors. A search bar is prominently displayed with the text "Who are you looking for?". Below the search bar, there is a "Current Contacts - 16" section. On the left, a "Refine" sidebar allows filtering by "Role" and "Current Contacts". The main contact list displays five entries, each with a profile picture, name, email, and role. On the right, an "Add contact" form is visible, featuring fields for "First Name", "Last Name", "Email", and "Role", along with an "Update" button. A trash icon is located at the bottom right of the contact list. Yellow circles highlight the search bar, the "Refine" sidebar, the "Add contact" form, and the trash icon.