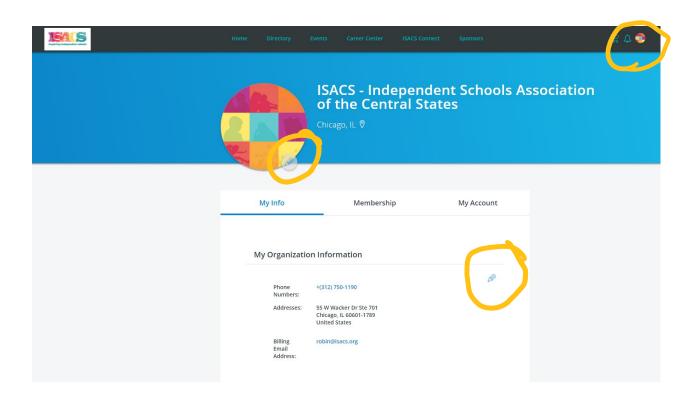# Organization Profile Update & Contact Management Instructions for Individual Users with the Relationship of "Org. Primary Contact (Login Rights)"

- 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.

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