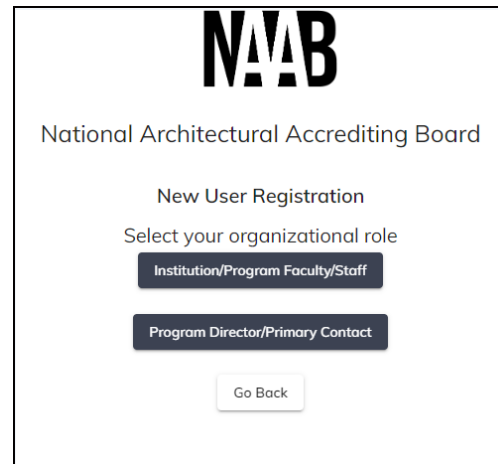
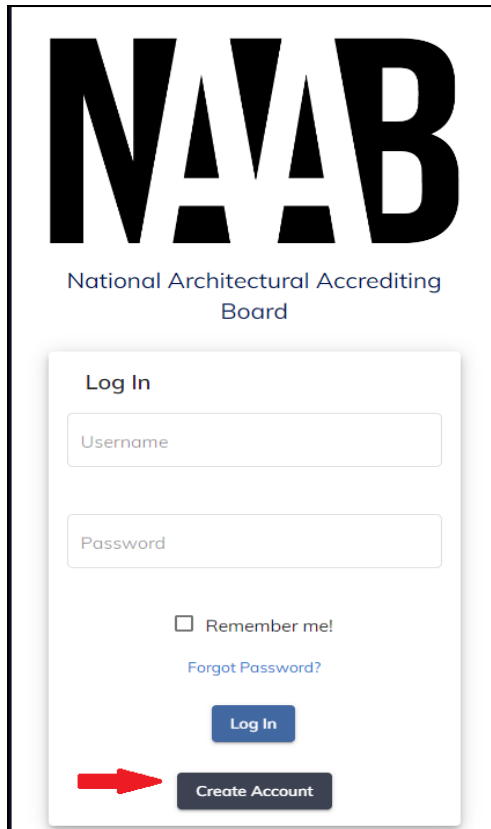


Accreditation Management System (AMS)

How to add users to your organization

You can direct users to do this for themselves, or you can add a user if you have their information.

From the login page (ams.naab.org), select **Create Account**.



Select the user's organization role:

- Institution/Program Faculty/Staff
- Program Director/Primary Contact

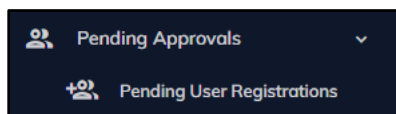
For each institution, there can only be one Program Director/Primary Contact. Both roles have the same level of access to information; the only difference is that the Program Director/Primary Contact can edit user information, approve new users, and delete users. If there is a new Program Director/Primary Contact for your institution, please contact accreditation@naab.org to have this change made.

New User Registration

The screenshot shows the NAB (National Architectural Accrediting Board) New User Registration form. At the top is the NAB logo and the text "National Architectural Accrediting Board". Below that is the heading "New User Registration". The form contains several input fields: "Organization *" (required), "First Name *" and "Last Name *" (required), "Title" and "Phone", "Position" and "Department", "Email *" and "Username *" (required), and "New Password" and "Confirm Password *" (required). At the bottom are two buttons: "Create Account" and "Go Back".

- Click on the **Organization** box and begin to type the name of the institution. You will be able to select the name from the menu that appears.
- Enter the user information. The only required fields are **First Name, Last Name, Email** and **Username**. The Username should be the same as the Email. Create a password and confirm it.
- Select **Create Account**.

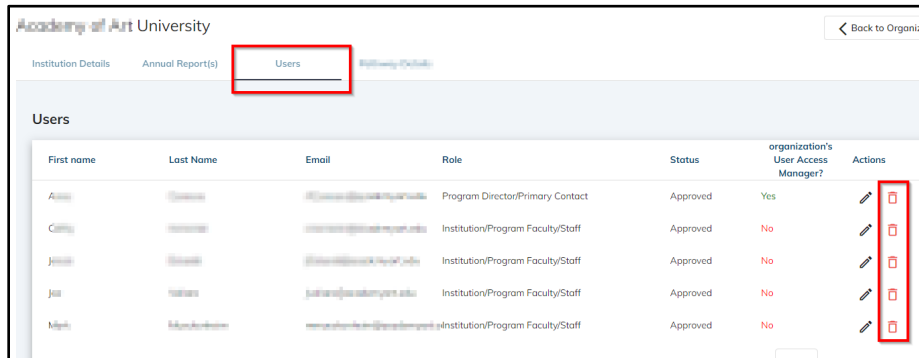
- The organization's Primary Contact will be notified via email and can then log in and approve new user requests by going to **Pending Approvals > Pending User Registrations** and clicking on **Approve**.



Username	First name	Last Name	Email	Organization	Role	Locked out?	+ New Users	Show Triggers
gprasad@gmGauri	Prasad		gprasad@gmail.com	TEST Institution	Institution/Program Faculty/Staff	☑	Approve	✎ 🗑️ Log

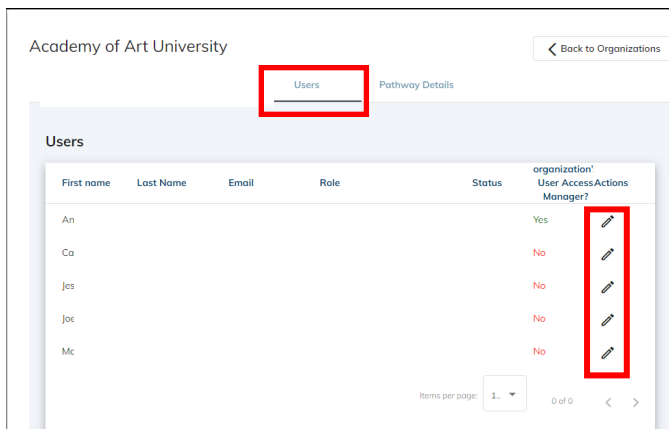
- Once approved, the new user receives an email and can login to AMS.

Deleting Users



If a listed user needs to be removed from your organization, click on the **Users** tab and then select the trash can icon for that user. You will be asked to confirm the deletion.

Editing User Details



In the **Users** tab, select the pencil icon next to the user you would like to edit.

The screenshot shows the 'User Management : Edit User' form. It has a section for 'Account Settings' with the following fields:

- First Name: [Text input]
- Last Name: [Text input]
- Job Title: [Text input] (Value: Vi creditati)
- Email *: [Text input]
- Phone Number: [Text input]
- Username *: [Text input]

At the bottom, there are three buttons: 'Change Password', 'Save', and 'Cancel'.

You can edit the user's **Name**, **Job Title**, **Email**, **Username** and change the password. After making changes, select **Save** to keep your changes or **Cancel** to discard your changes.