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

• 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.

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.

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.