Add New User

Program Directors have full system access and can add/edit user profiles, including updating email addresses, passwords, and permissions.

- To add a new user, navigate to the 'Users' tab
- Click **Add User.** A new user box will appear at the bottom of the page

Home Users Profile Officials Students Directory Self Study File Cabinet Accreditation Annual Rpt Curriculum Benchmark Sub Change Email Help

Program Director (full access)

NAME	EMAIL	USER ROLE	OFFICIAL ROLE	STATUS
Ashley Ahearn	ashley@caate.net	Program Director	Program Director	Enabled
test liaiso	dtapillai+12@liaison-intl.com	Program Director	Not Assigned	Enabled

Program Staff   Add User

- Add the new user's information
- NOTE: The email address entered will become the user name
- The password must be at least 6 characters long
- Assign a role and select the permissions you would like the user to have
- Click **Save**

Reminder: Users who are permitted to enter data in the Student/Trainee section should be those whom the program has cleared to handle confidential information such as students' prior educational qualifications.

First Name

Middle Name

Last Name

Telephone #
Ext

Fax

Email
Email will be the username to access CAATE Portal

Confirm Email

Password
Password   Confirm Password
Must be at least six characters long.

Roles
- Program official
- Application User

Permissions
- Program Profile
- View Officials
- Edit Official
- Program Assessment
- Curriculum
- Annual Report
- Self Study
- View Benchmarking
- Edit Benchmarking

Credentials

PHD, MBA, etc.

SAVE   CANCEL

Show/Edit User Information

- Click on a user's name. The User Information box will open for editing
- Make desired changes and click **Save**

Program Director (full access)

NAME	EMAIL	USER ROLE	OFFICIAL ROLE	STATUS
Ashley Ahearn	ashley@caate.net	Program Director	Program Director	Enabled
test liaiso	dtapillai+12@liaison-intl.com	Program Director	Not Assigned	Enabled

Disable User

- NOTE: When individuals are no longer active, they are NOT deleted but disabled, because the system needs to keep a historical record of their input and activity in the system. Disabled users will continue to appear in the 'Users' tab, but will no longer be able to log in to the program.
- Click the **Disable** radio button to inactivate a user. The user will no longer be able to log in

Program Director (full access)

NAME	EMAIL	USER ROLE	OFFICIAL ROLE	STATUS
Ashley Ahearn	ashley@caate.net	Program Director	Program Director	Enabled
test liaiso	dtapillai+12@liaison-intl.com	Program Director	Not Assigned	Enabled

Program Staff   **Add User**

NAME	EMAIL	USER ROLE	OFFICIAL ROLE	STATUS
Hayley Caruthers	hayley@caate.net	Application User	Not Assigned	⦿ Enabled ○ Disabled
John Doe	johndoe@caate.net	Program Official	Provost/Chief Academic Officer	⦿ Enabled ○ Disabled
John Doe	jclermont@liaison-intl.com	Program Official	President/CEO/Chancellor, Medical Director	⦿ Enabled ○ Disabled