

## Add New Official

Program Directors have full system access and can assign/replace officials. The 'Officials' tab is also where you can edit address information. Only the CAATE Office can change Program Director Information.

- To add a new official, navigate to the 'Officials' tab
- Click the link to **Assign Official**

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### Institutional and Program Officials

Only the CAATE Office can change Program Director information. Please see the Program Director Change Procedures document on the CAATE website (under Professional Program Documents). Institutional administrators are responsible for notifying CAATE within 30 days of anticipated or actual departure of the Athletic Training Program Director. Failure to do so will result in the program being placed on Administrative Probation.

The CAATE Office will update the Program Director information after receipt and review of the appropriate materials.

NAME	PHONE	EMAIL	ACTION
<b>Program Director</b>			
Ashley Ahearn	512-733-9700	ashley@caate.net	Edit
<b>President/CEO/Chancellor</b>			+ Assign Official
No user information available. Please add user(s) to this role			
<b>Provost/Chief Academic Officer</b>			
John Doe	512-733-9700	johndoe@caate.net	Edit
<b>Dean</b>			
Sibu Thomas	789-889-9089	stomas+caate@laison-intl.com	Edit
<b>Chair/Department Head</b>			
Mark Laursen	617-549-0198	mmark@caate.net	Edit
<b>Medical Director</b>			+ Assign Official
John Doe	111-111-1111	clermont@laison-intl.com	Edit
<b>Clinical Education Coordinator</b>			+ Assign Official
Susie Bee	512-733-9700	susiebee@caate.net	Edit
<b>Other Institutional Administrator</b>			
Susie Bee	512-733-9700	susiebee@caate.net	Edit

- Select a user from the dropdown menu. NOTE: you will need to create user ('Users' tab) first before assigning them to official roles
- Click **Save**

President/CEO/Chancellor + Assign Official

Use an existing User as the new official [Close](#)

Select user

No user information available. Please add user(s) to this role

## Edit an Official

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

Edit Official

Close

<b>Official title</b> <input type="text"/>	<b>Credentials</b> PhD
<b>First Name</b> John	<b>Is mailing address the same as the program's?</b> <input type="radio"/> Yes. <input type="radio"/> No.
<b>Middle Name</b>	<b>Address</b>
<b>Last Name</b> Doe	Street Address (line 1) <input type="text"/>
<b>Work Phone</b> 111-111-1111- Ext :	Street Address (line 2) <input type="text"/>
<b>Email</b> jclermont@aision-intl.com	Street Address (line 3) <input type="text"/>
<b>Fax</b>	City <input type="text"/>
<input type="text"/> <input type="text"/> <input type="text"/>	Select Country <input type="text"/> Select State <input type="text"/>
	Zipcode <input type="text"/>

Save **Replace Official** Cancel