

Update #11 - Technical Coordinator option added to Add/Edit Coordinators

September 7th, 2009

As of September 8th, District Coordinators can, using **Add/Edit Coordinators** on the **Administration Zone** page, add a Technical Coordinator.

A technical coordinator is usually that person in the IT department who assists the District Coordinator in assembling the User and Student databases. By adding that person as a Technical Coordinator, you enable that person to undertake those tasks as well as uploading the databases as required. That person cannot, however access the Generate Reports. (If you want your technical coordinator to access Generate Reports, simply add him/her as an Assistant Coordinator.)

To add a Technical Coordinator:

1. On the **Administration Zone** page, click on **Add/Edit Coordinators** (in the **Account Management** section).
2. Complete the information for the new coordinator.
3. In the **Type of User** listbox, choose **Technical Coordinator**.
4. Click on **Save Coordinator**.

To edit/change an existing coordinator to Technical Coordinator:

1. On the **Administration Zone** page, click on **Add/Edit Coordinators** (in the **Account Management** section).
2. Click on **Edit Coordinator**, and from the drop-down listbox, choose the coordinator you wish to edit.
3. Click on **Edit Coordinator**.
4. In the **Type of User** listbox, choose **Technical Coordinator**.
5. Click on **Save Coordinator**.

Note that the technical coordinator will be able to access and download the **Technical User's Guide** which has the information necessary to assemble and upload databases.