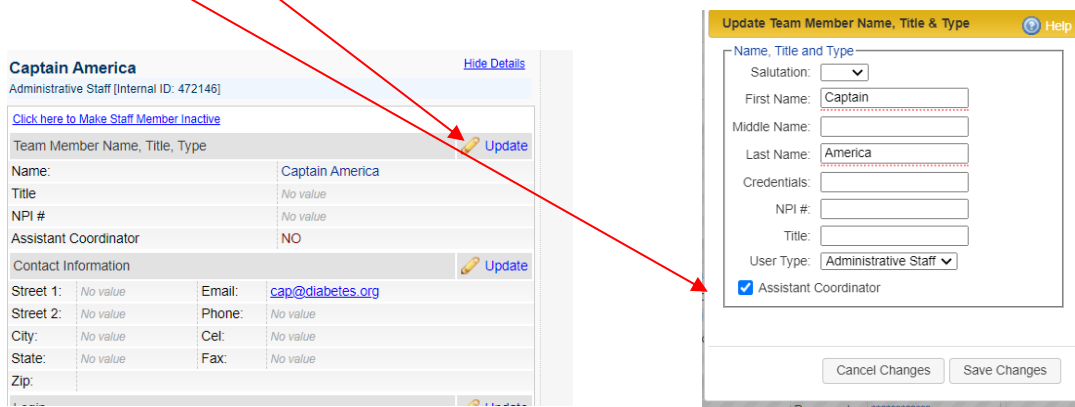


Assistant Coordinator (AC) Management Instructions

Note: If the staff member that you are assigning the AC role to is currently using Chronicle and/or DPP Express then it is not required to follow steps 6-8. That staff member will use the same login credentials they currently use for Chronicle once you have assigned them the AC role.

Quality Coordinator (QC):

1. Log into the ERP Portal <https://erp.diabetes.org/>
2. Click on the Staff Information tab
3. Click Show Details next to the staff member's name
4. Click **Update** next to the Team Member Name, Title, Type
5. **Check** the box next to Assistant Coordinator, click Save Changes



Captain America Hide Details

Administrative Staff [Internal ID: 472146]

[Click here to Make Staff Member Inactive](#)

Team Member Name, Title, Type Update

Name: Captain America

Title: No value

NPI #: No value

Assistant Coordinator: NO

Contact Information Update

Street 1: No value Email: cap@diabetes.org

Street 2: No value Phone: No value

City: No value Cel: No value

State: No value Fax: No value

Zip: No value

Update Team Member Name, Title & Type Help

Name, Title and Type

Salutation:

First Name:

Middle Name:

Last Name:

Credentials:

NPI #:

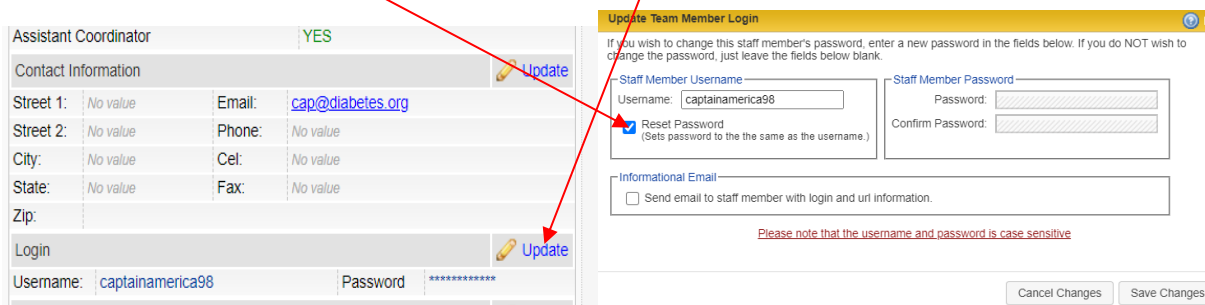
Title:

User Type:

Assistant Coordinator

Cancel Changes Save Changes

6. Within the Staff Member's profile click on the **Update** link in the Login Section
7. Check the **Reset Password** box and click Save Changes (Do not check the informational email box)



Assistant Coordinator: YES

Contact Information Update

Street 1: No value Email: cap@diabetes.org

Street 2: No value Phone: No value

City: No value Cel: No value

State: No value Fax: No value

Zip: No value

Login Update

Username: Password:

Update Team Member Login Help

If you wish to change this staff member's password, enter a new password in the fields below. If you do NOT wish to change the password, just leave the fields below blank.

Staff Member Username:

Staff Member Password:

Reset Password (Sets password to the same as the username.)

Confirm Password:

Informational Email: Send email to staff member with login and url information.

Please note that the username and password is case sensitive

Cancel Changes Save Changes

8. The username is created by the system and the QC will need to email the username and password to the new AC. The system will not automatically send this information. Sample Email to AC:

Portal Login: <https://erp.diabetes.org/>

UN: janedoe89

PW: janedoe89

- Once the AC logs into the ERP Portal with their credentials they will be prompted to create a new password.
- The QC or AC can now follow these instructions to assign any other staff member the AC role.