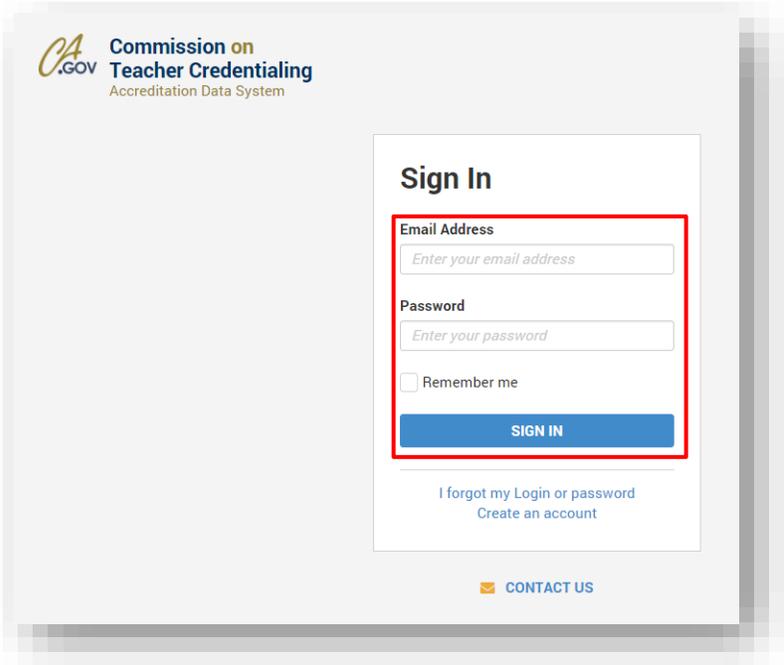




### How to Add and Update Contacts for an Approved Program

Commission-approved institutions may provide program coordinator and contacts for their approved program(s) in the Accreditation Data System (ADS). Providing the specific program coordinator and/or contact will allow the Commission on Teacher Credentialing to ensure that program specific information are communicated to the appropriate party. It is important to note that individuals who are registered and have an ADS account, and are assigned as the Unit Head, Security Delegate or Program Delegate, may add and update contacts for their approved programs.

Please use the guide below on how to add your institution’s coordinator or contact person for an approved program.

|  |   |
|--|---|
| <p>1) Navigate to <a href="https://edprepdata.ctc.ca.gov">https://edprepdata.ctc.ca.gov</a></p> <p>From the sign in screen, enter your email address and password, and click <b>Sign In</b>.</p> |  |
|--|---|



2) Click the institution name (hyperlinked in the **Name** column).

Note: Institution data becomes available to users after authorization is granted by the Unit Head.

3) Click **Active Programs** tab below the institution name.

4) To add a program coordinator or program specific contact, click the 3<sup>rd</sup> person icon in the **Action** column for a program in the table below.



5) On the **Institution Program Contacts** window, there are two options to provide the program contact.

1. Select a contact from the drop down menu and click the **Add** button.
2. Add a new contact if the contact is not listed in the drop down menu. Fill in the First Name, Last Name, Phone, and Email fields, then click the **Add New Contact** button. A phone number and email address will be required.

**Institution Program Contacts** [Close]

Bilingual Authorization

No contacts added for this program.

Choose a contact to add for this credential program. **1**

[Dropdown menu] **Add**

If a contact does not exist on above dropdown list, add a new contact below.

First Name: [Teacher] Last Name: [Credentialing]

Phone: **2** [ ] Email: [Work] [abc@ctc.ca.gov]

**Add New Contact** [Close]

6) To remove a program coordinator/contact from a program, click the **Delete** button.

**Institution Program Contacts** [Close]

Bilingual Authorization

- Teacher Credentialing (abc@ctc.ca.gov) **Delete**

Choose a contact to add for this credential program.

Contact Added.

[Dropdown menu] **Add**

If a contact does not exist on above dropdown list, add a new contact below.

First Name: [Teacher] Last Name: [Credentialing]

Phone: [ ] Email: [Work] [abc@ctc.ca.gov]

**Add New Contact** [Close]