



## How to Assign and Update User Permissions

Individuals who are registered and have an Accreditation Data System (ADS) account may be assigned with a permission to create program decks, enter data, as well as, save, print and submit program reports to the Unit Head. The institution Unit Head and Security Delegate may assign individuals with user permissions.

For detailed information about ADS users, please refer to the “ADS Users” on the Accreditation Data System webpage.

**It is highly recommended that the Unit Head or Security Delegate confirms that the staff to be assigned a permission has an ADS account.**

**Proceed** with the user guide if the staff has created an ADS account.

**STOP** if staff has not created an ADS account.

**Click the page number to navigate to a specific section**

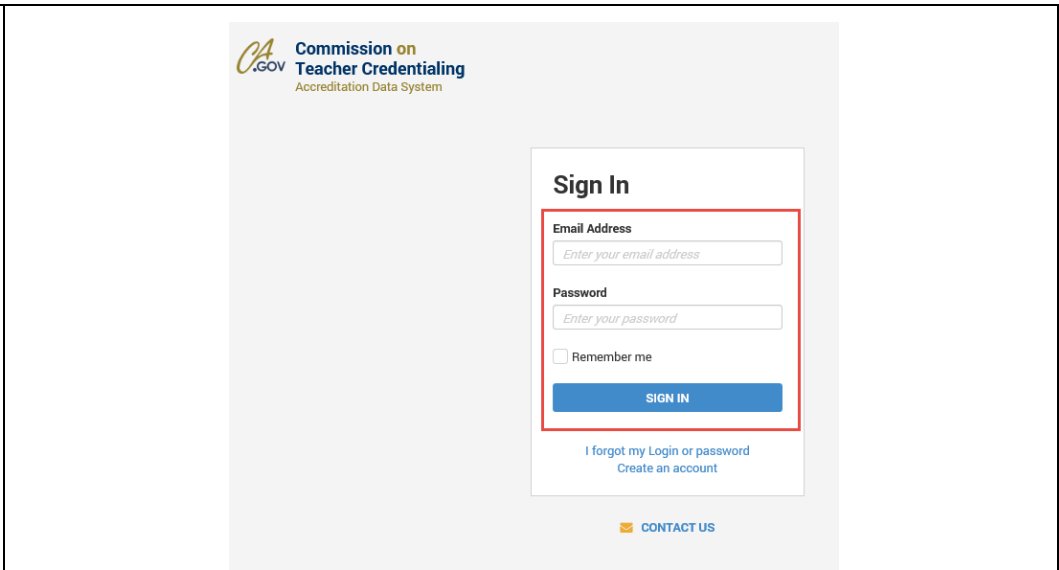
<b>A. Assign Users with Permissions for the First Time .....</b>	<b>2</b>
<b>B. Update Users with Existing Permissions .....</b>	<b>5</b>



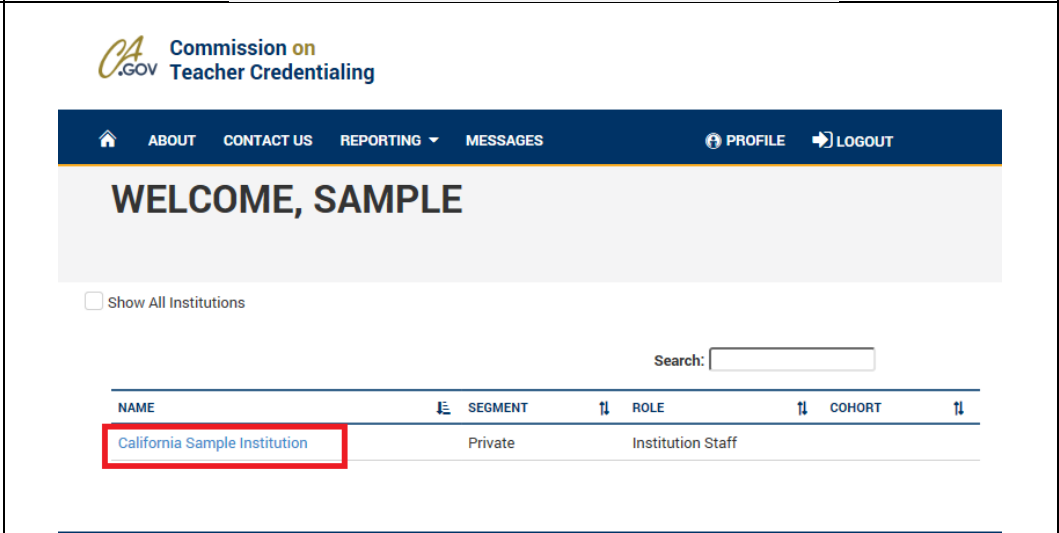
**A. ASSIGN USERS WITH PERMISSIONS FOR THE FIRST TIME**

1) Navigate to <https://edprepdata.ctc.ca.gov>

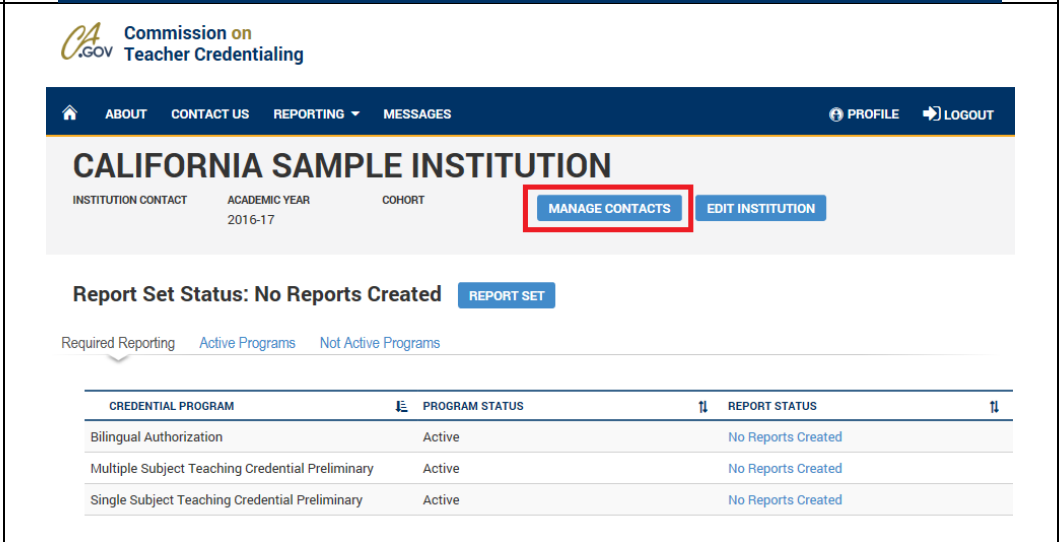
From the sign in screen, enter your email address and password, and click **SIGN IN**



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



3) Click **MANAGE CONTACTS** below the institution name.





4) On the Institution Contacts page, ensure that your staff has been assigned a **ROLE**.  
Permissions cannot be assigned until your staff is listed on the Institution Contacts page.

If your staff has not been assigned a role, continue to #5.

If your staff has been assigned a role, continue to #7.

Institution Contacts

Institution Name : California Sample Institution  
Contact Name :

Search:

ROLE	FIRST NAME	LAST NAME	EMAIL	ACTION
No data available in table				

Back

5) To assign your staff with a role, click **ADD CONTACT TO INSTITUTION**

Institution Contacts

Institution Name : California Sample Institution  
Contact Name :

Search:

ROLE	FIRST NAME	LAST NAME	EMAIL	ACTION
No data available in table				

Back

6) On the Add User page,

- click the **User Lookup** drop down menu, and select the staff's name and email address;
- select the **Institution Role** for the staff;
- enter the dates for which this staff has access to the institution (leave blank for non-expiring access);
- then, click **ADD USER**.

The staff with a role will be added on the Institution Contact page.

Add User

Institution Name California Sample Institution

User Lookup:  1

Institution Role:  2

Valid From  3

Valid To  3

4



If your staff does not appear on the User Lookup drop down menu, send an email to the Commission [HERE](#). It is likely that the staff has created an account using a different email domain (i.e., gmail.com) and is not able to connect automatically to the institution.

7) On the Institution Contacts page, click **MANAGE USER PERMISSION**.

Institution Contacts

Institution Name : California Sample Institution  
Contact Name :

Search:

ROLE	FIRST NAME	LAST NAME	EMAIL	ACTION
Staff	Sample	Person	sample @ctc.ca.gov	

8) On the Assign Permission page, click the **User Lookup** drop down menu, and select the staff's name and email address. Next, select **Permissions** (it will be highlighted), and click the right arrow button. Then click **ASSIGN PERMISSION**. The staff's permission will be listed on the right side box.

### Assign Permission

Institution Name: California Sample Institution

User Lookup:  1

Permissions: Security Delegate 2  
Program Delegate  
Institution Staff

3

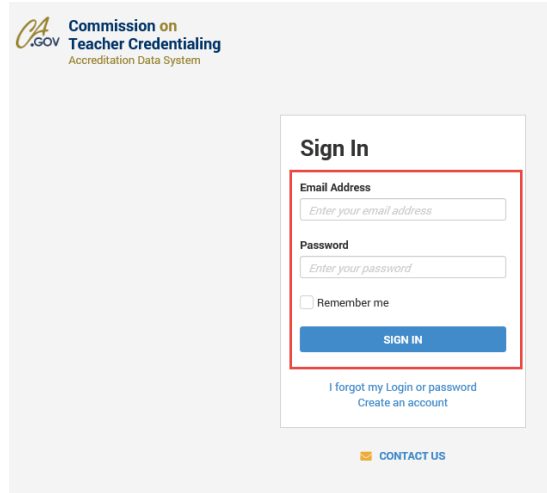


### B. UPDATE USERS WITH EXISTING PERMISSIONS

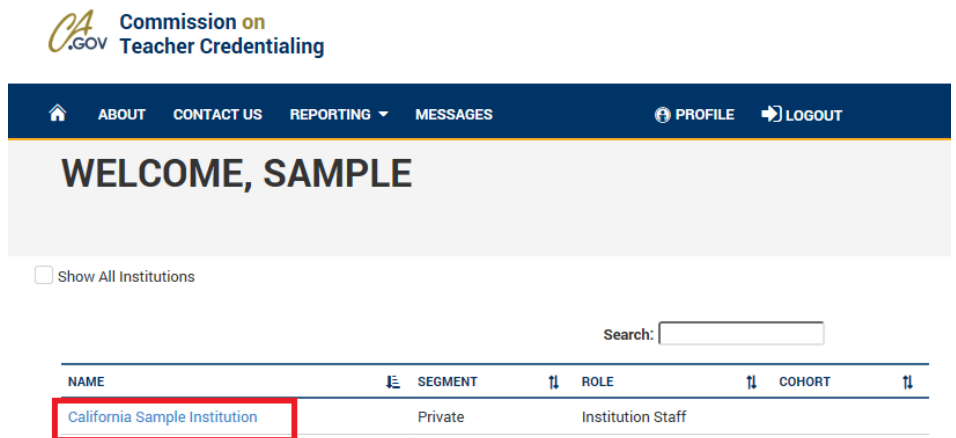
1) Navigate to

<https://edprepdata.ctc.ca.gov>

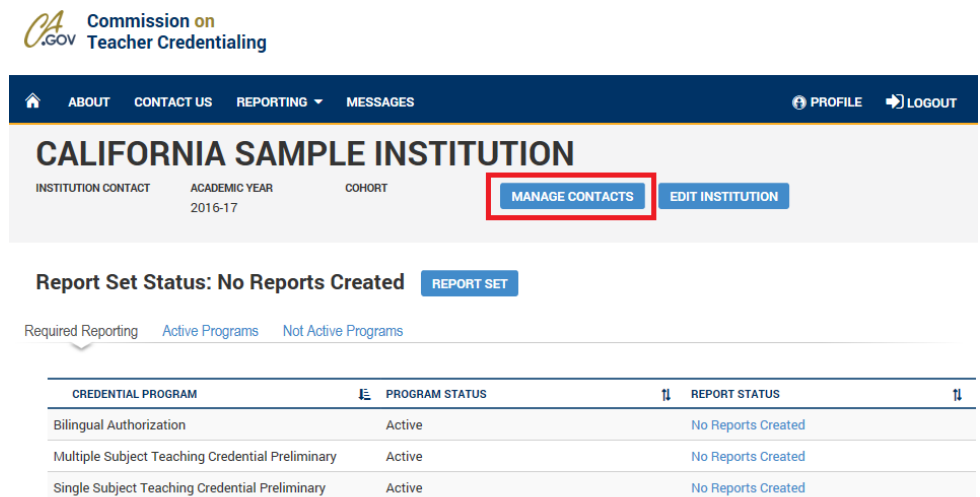
From the sign in screen, enter your email address and password, and click **SIGN IN**.



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



3) Click **MANAGE CONTACTS** below the institution name.





4) On the Institution Contacts page, click **MANAGE USER PERMISSION**.

Institution Contacts

Institution Name : California Sample Institution  
Contact Name :

Search:

ROLE	FIRST NAME	LAST NAME	EMAIL	ACTION
Staff	Sample	Person	sample @ctc.ca.gov	

[Back](#) [CREATE CONTACT](#) [ADD CONTACT TO INSTITUTION](#) [MANAGE USER PERMISSION](#)

5) To add a permission, click the **User Lookup** drop down menu, and select the staff's name and email address. Next, select **Permissions** (it will be highlighted), and click the right arrow button.

Then click **ASSIGN PERMISSION**.

The staff's permission will be listed on the right side box.

### Assign Permission

**Institution Name** California Sample Institution

**User Lookup:**  1

**Permissions:**    2

3 [ASSIGN PERMISSION](#) [CANCEL](#)

6) To remove a permission for a staff, click the **User Lookup** drop down menu, and select the staff's name and email address. Next, select the **Permission** on the right side box and click the left arrow button.

Then click **ASSIGN PERMISSION**.

The staff's permission will be updated, and the permission will no longer be displayed on the right side box.

### Assign Permission

**Institution Name** California Sample Institution

**User Lookup:**  1

**Permissions:**    2

3 [ASSIGN PERMISSION](#) [CANCEL](#)