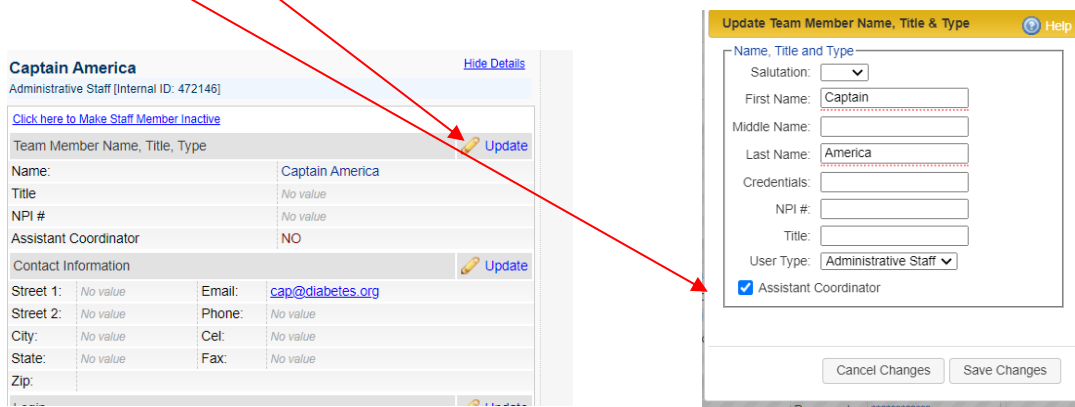# Assistant Coordinator (AC) Management Instructions

**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
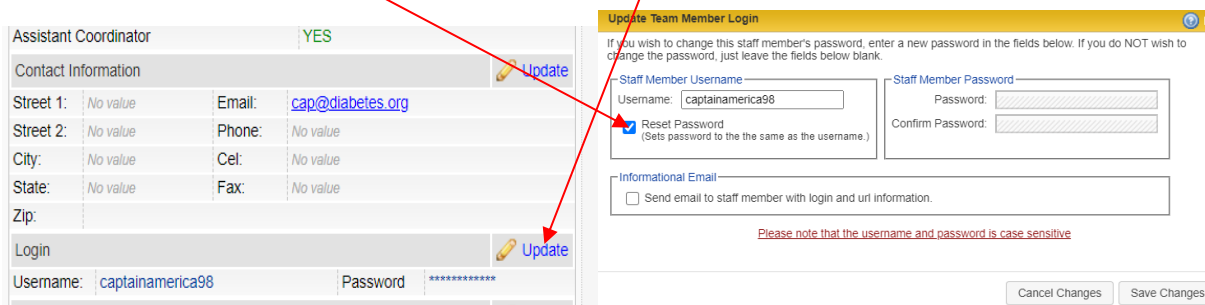5.  Check the box next to Assistant Coordinator, click Save Changes



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)



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.