Accreditation Management System (AMS): How to Add Users to Your Organization

The primary contact in the AMS for each institution can add new users. Users can also request to add their own accounts; however, this will require NAAB or the Program Director/Primary Contact at the institution to approve the account.

Program Director/Primary Contact -- How to Add New Users

- Login to the AMS (ams.naab.org) and select Annual Report > All AR Reports.
- Click on your institution name and then select the Users tab.
- Select Add New User.

Enter the following fields for the new user. Fields with an asterisk are required:

- Title (select from drop-down menu)
- First Name*
- Last Name*
- Job Title
- Email*
- Phone
- Username (generally the email address) *
- New Password (Set a generic password for the user; they will click on forgot password when they log in to have a password reset email sent to them)
- Confirm Password
- Roles* (Select Institution/Program Faculty/Staff or Program Director/Primary Contact from the drop-down menu. Both roles have the same access to all information in the AMS; the only difference is that the Program Director/Primary Contact is marked as the institution’s User Access Manager and can add users.)
• If this person should be the User Access Manager for the institution, check the indicated box. There is only one User Access Manager per institution, and this person has the ability to add new users.
• Click Save.
• Inform new users that their accounts have been created. Let them know their username and instruct them to click on Forgot Password on the login screen to have a password reset link emailed to them.
New Users – How to Create an Account

From the login page (ams.naab.org), select **Create Account**.

Select the user’s organization role:

- Institution/Program Faculty/Staff
- Program Director/Primary Contact

For each institution, there can only be one Program Director/Primary Contact. Both roles have the same level of access to information; the only difference is that the Program Director/Primary Contact can add new users. If there is a new Program Director/Primary Contact for your institution, please contact accreditation@naab.org to have this change made.
New User Registration

- Click on the **Organization** box and begin to type the name of the institution. You will be able to select the name from the menu that appears.

- Enter the user information. The only required fields are **First Name**, **Last Name**, **Email** and **Username**. The Username should be the same as the Email. Create a password and confirm it.

- Select **Create Account**.

The organization’s Primary Contact will be notified via email and can then log in and approve new user requests by going to **Pending Approvals > Pending User Registrations** and clicking on **Approve**.

- Once approved, the new user receives an email and can login to AMS.
Deleting Users

If a listed user needs to be removed from your organization, please email accreditation@naab.org.