

Updating Official & Affiliated Contacts

Member Guide

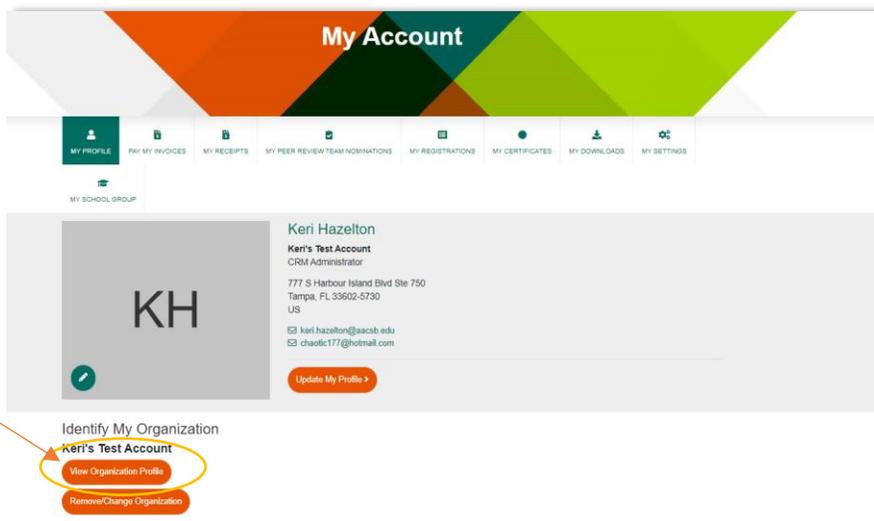
We appreciate your dedication to keeping your organization's membership contact information updated. Keeping updated contact information for [Official Roles](#) and other affiliated contacts helps ensure your faculty and staff are aware of all the benefits available through your organization's AACSB Membership.

Follow the instructions below to update the contacts affiliated with your organization. If you experience any difficulties or have any questions, please contact memberupdates@aacsb.edu.

Updating Official Contacts feature via the MyAACSB online is only available to individuals currently holding the official designation of Official Representative, Primary Contact, Administrative Assistant, Accreditation Representative, and Accounting Accreditation Representative.

Individuals that do not have that designation will only be able to update their own profiles. If you are not currently an Official Contact and need to make an update, please fill out this form and submit the request via email.

Step 1: Log into your [MyAACSB](#) Account and [click on View Organization Profile](#)



This will take you to see your organization's profile information including Official Contacts and Affiliated Contacts.

2. Click on the **PENCIL ICON** to edit the contact you'd like to update. A new window will open with the contact's information.

Official Contacts

Click the pencil icon beside the name of the contact from whom you wish to remove an official role. To reassign the role to someone else, you may do so using the Edit Unofficial Contacts section below. You must remove the role from one individual before assigning it to someone else.

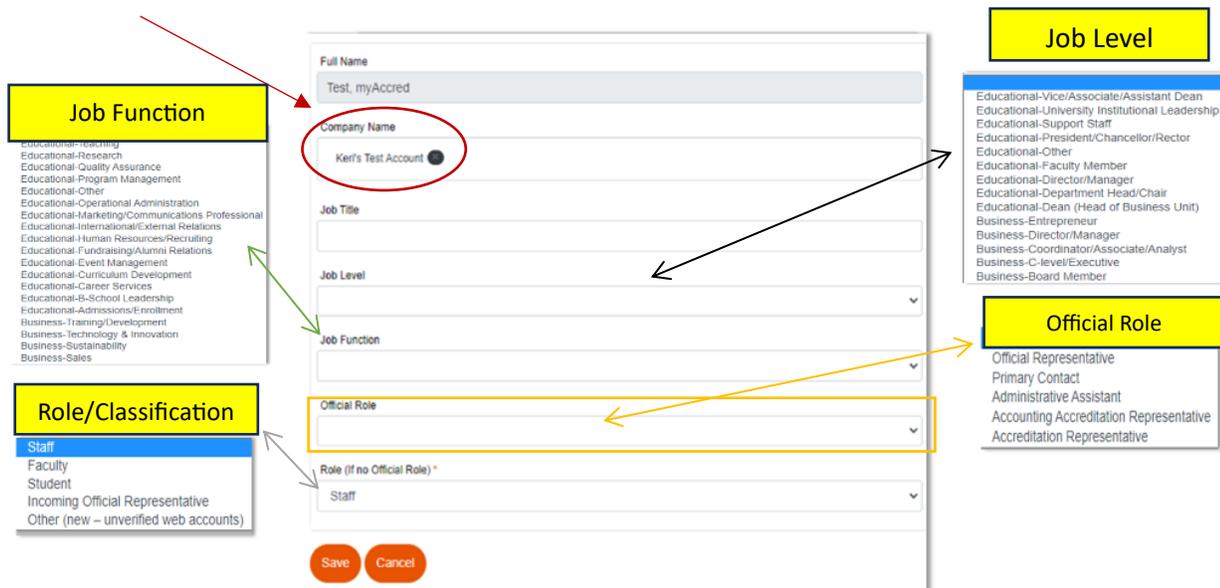
	Full Name	Job Title	Official Role
	Abdullat, Amjad	Dean and Professor	Administrative Assistant
	Hazelton, Keri	CRM Administrator	Official Representative
	Kulkarni, Piyusha		Primary Contact

Scenario 1: An Official Contact Left the Organization

2A. To **REMOVE** an Official Contact that left the organization, click the **"X"** next to the company name to *remove that person's affiliation with your organization*.

2B. **REMOVE** the Official Role by selecting the **BLANK BOX** above the "Official Representative" field. All other fields can be left as they are.

2C. **SAVE & REFRESH**. It can take up to **two-minutes** for changes to reflect on the account.



The screenshot shows a contact edit form with the following fields and callouts:

- Job Function:** A list of job functions including Educational-Research, Educational-Quality Assurance, Educational-Program Management, Educational-Other, Educational-Operational Administration, Educational-Marketing/Communications Professional, Educational-International/External Relations, Educational-Human Resources/Recruiting, Educational-Fundraising/Alumni Relations, Educational-Event Management, Educational-Curriculum Development, Educational-Career Services, Educational-School Leadership, Educational-Admissions/Enrollment, Business-Training/Development, Business-Technology & Innovation, Business-Sustainability, and Business-Sales.
- Role/Classification:** A list of roles including Staff, Faculty, Student, Incoming Official Representative, and Other (new - unverified web accounts).
- Job Level:** A list of job levels including Educational-Vice/Associate/Assistant Dean, Educational-University Institutional Leadership, Educational-Support Staff, Educational-President/Chancellor/Rector, Educational-Other, Educational-Faculty Member, Educational-Director/Manager, Educational-Department Head/Chair, Educational-Dean (Head of Business Unit), Business-Entrepreneur, Business-Director/Manager, Business-Coordinator/Associate/Analyst, Business-C-level/Executive, and Business-Board Member.
- Official Role:** A list of official roles including Official Representative, Primary Contact, Administrative Assistant, Accounting Accreditation Representative, and Accreditation Representative.

The form fields include Full Name (Test, myAccred), Company Name (Keri's Test Account), Job Title, Job Level, Job Function, Official Role, and Role (if no Official Role) (Staff). There are Save and Cancel buttons at the bottom.

Scenario 2: An Official Contact is Changing Roles within the Organization

3. If the Contact is **changing roles but staying at the Organization**, update the appropriate fields including Job-Level, Official Role, and Classification.

3A. Remember to select the **BLANK BOX** above the “Official Representative” field if they will not hold an official role.

3B. **SAVE & REFRESH**. It can take up to **two-minutes** for changes to reflect on the account.

Official Contacts

Click the pencil icon beside the name of the contact from whom you wish to remove an official role. To reassign the role to someone else, you may do so using the Edit Unofficial Contacts section below. You must remove the role from one Individual before assigning it to someone else.

Full Name	Job Title	Official Role
 Abdullah, Amjad	Dean and Professor	Administrative Assistant
 Hazelton, Keri	CRM Administrator	Official Representative
 Kulkarni, Piyusha		Primary Contact

Unofficial Contacts

Full Name
 AddNew, TestingMX
 Automation-Test, myAccred Web Ro
 Lead, KerITest
 Tan, Tony
 Test, myAccred
 Testing NEW CONTACT, myAccred
 test-user, phone-country

Full Name

Company Name

Job Title

Protech Function: Educational-B-School Leadership

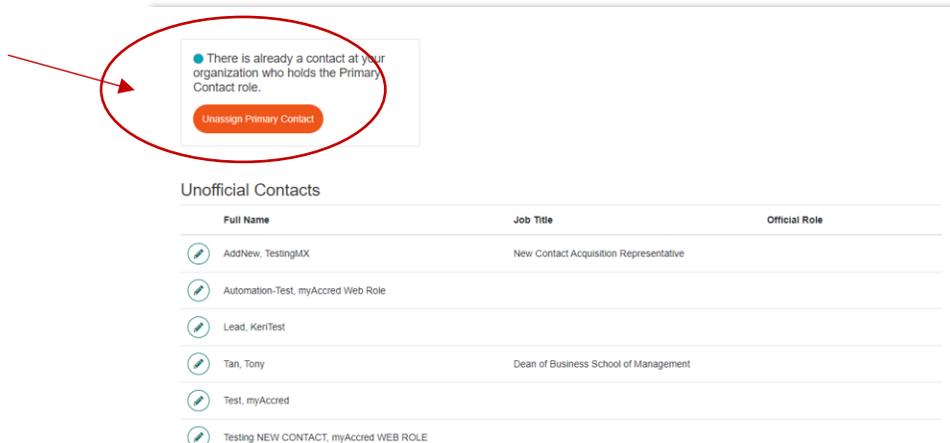
Protech Level: Educational-Dean (Head of Business Unit)

Job Category: Staff

Assign Official Role: Primary Contact

Save Cancel

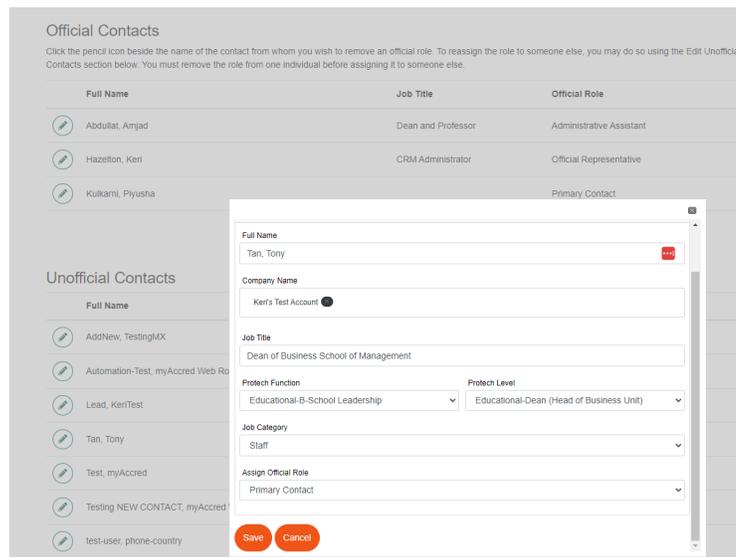
****Note: If you attempt to assign a role that is currently filled, you will get an alert stating you must unassign the role first before assigning it to another contact.****



Scenario 3: Assigning an Official Role to an Affiliated Contact

If the person who will hold the Official Role is currently an Affiliated / Un-Official Contact, please follow the steps below.

1. Go to the Affiliated Contacts section.
2. **Click on the PENCIL ICON** to edit the contact you'd like to update. A new window will open with the contact's information.
3. Update the appropriate fields including title, function, level, job category
4. Assign Official Role
5. **SAVE & REFRESH**. It can take up to **two-minutes** for changes to reflect on the account.





Scenario 4: Affiliated Contact Maintenance & Clean Up

We understand that often there is turnover at your organization, and you might see contacts affiliated to your account that are no longer there. To remove these contacts from being associated with your account:

1. Go to the Affiliated Contacts section.
2. **Click on the PENCIL ICON** to edit the contact you'd like to update. A new window will open with the contact's information.
3. **Click the "X"** next to the company name to *remove that person's affiliation with your organization*.
 - a. If you know the name of their new organization, you can type it in the box. If the organization is a member of AACSB, the name will appear.
4. **SAVE & REFRESH**. It can take up to **two-minutes** for changes to reflect on the account.

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