STEP-BY-STEP GUIDE

Navigating to Training Sites screen

1. From the Instructor Network dashboard, click on the left-hand menu item *My Training Center*:

2. Click the *Training Sites* or *TS Coordinators* tab
Changing the Training Site Coordinator

1. Locate the Training Site and click the left-hand arrow to expand the action items

2. Select [CHANGE TSC]

3. Enter the new Training Site Coordinator information by selecting Lookup
4. Search for an instructor to select by entering the instructor’s email or ID and clicking [SEARCH]

Instructor Email OR Instructor ID

SEARCH

5. Locate the instructor and press Select

Instructor Lookup

Instructor Email OR Instructor ID

cascade.instructor.1@test.heart

SEARCH

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Instructor ID</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>John</td>
<td>Public</td>
<td><a href="mailto:cascade.instructor.1@test.heart">cascade.instructor.1@test.heart</a></td>
<td>01234567890</td>
<td>Select</td>
</tr>
</tbody>
</table>

6. Confirm the information is correct and click [CHANGE TSC]
7. Receive conformation

**Change Training Site Coordinator**

The Training Site Coordinator has been changed successfully.