



# INSTRUCTOR NETWORK USER GUIDE

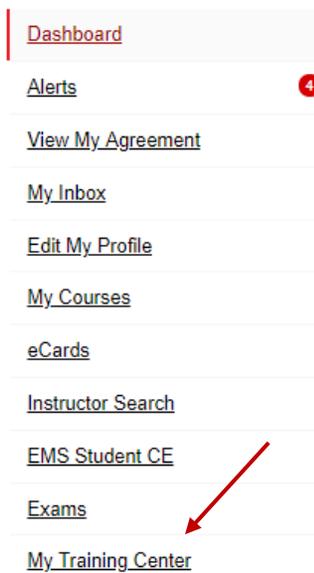
## TCC/TCA MAKING A CHANGE TO A TRAINING SITE COORDINATOR

December 10, 2018

### 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

TRAINING SITE NAME

ADMIN EMAIL

TS ID#

CITY

STATE

STATUS

**APPLY FILTERS**

	TS Name	TS ID	City, State	Phone	Status	
<input checked="" type="checkbox"/>	Mt Test Site	TS-0077	seattle, WA	1111111111	Approved	<input type="checkbox"/>
<a href="#">SEND EMAIL</a>   <a href="#">MANAGE TSC</a>   <a href="#">EDIT</a>   <a href="#">DISASSOCIATE</a>   <a href="#">CHANGE TSC</a>   <a href="#">DETAILS</a>						

2. Select [CHANGE TSC]

	TS Name	TS ID	City, State	Phone	Status	
<input type="checkbox"/>	Mt Test Site	TS-0077	seattle, WA	1111111111	Approved	<input type="checkbox"/>
<a href="#">SEND EMAIL</a>   <a href="#">MANAGE TSC</a>   <a href="#">EDIT</a>   <a href="#">DISASSOCIATE</a>   <a href="#">CHANGE TSC</a>   <a href="#">DETAILS</a>						

3. Enter the new Training Site Coordinator information by selecting Lookup

### New TSC Info

First Name\*

Last Name\*

Email Address\*

[Q 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

**SEARCH**

First Name	Last Name	Email	Instructor ID	Action
John	Public	cascade.instructor.1@test.hear.org	01234467890	Select

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

### Change Training Site Coordinator

#### Training Site Info

**Training Site Name**  
Mt Test Site (TS-0077)

**Training Site Address**  
111 west , seattle WA, 95324

**Phone**  
1111111111

TRAINING CENTER  
Cascade Healthcare Services LLC dba Cascade Training Center

#### Current TSC Info

**First Name**  
Jim

**Last Name**  
Dandy

**Email Address**  
jdandy@wontyoucomehome.org

#### New TSC Info

**First Name\***

**Last Name\***

**Email Address\***

Q Lookup

**CHANGE TSC** **CANCEL**



7. Receive conformation

## Change Training Site Coordinator

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The Training Site Coordinator has been changed successfully.

