

## Curriculum Management System Instructional Support Services User's Manual

### Org Assignments

Use Catalog Org Chart Summary to edit organization by modifying the Position, Role(s) Assigned Staff or to remove a setup. Select Action Edit to add changes.

VP	Dean	Action
Academic Programs	Dean of Arts & Humanities (DTARH)	[ Edit ]
	Dean of Math & Science (DTMAS)	[ Edit ]
	Dean of Communications (DTCOM)	[ Edit ]
	Dean of Social & Behavioral Sciences (DTSBS)	[ Edit ]
Workforce Education	Dean of Applied Technologies, Multimedia and Public Service (DWATM)	[ Edit ]
	Dean of Business Studies (DWBUS)	[ Edit ]
	Dean of Computer Studies and Advanced Technology (DWSCA)	[ Edit ]
	Dean of Health Sciences (DWHES)	[ Edit ]
Curriculum Services	Instructional Development Specialist	[ Edit ]
Continuing Education	Business and Industry Institute (CEBUS)	[ Edit ]
	Computer Training Programs (CECOM)	[ Edit ]
	Technical Certification Programs (CETCP)	[ Edit ]
	Health Professions Institute (CEHEA)	[ Edit ]
	Independent Study (CEISP)	[ Edit ]
	Community Programs (CEPOV)	[ Edit ]
	Teacher Certification (CETEA)	[ Edit ]
	Apprenticeship - (S12) 223-7525 (CEAPP)	[ Edit ]
	Truck Driving - (S12) 223-7340 (CETRU)	[ Edit ]
	ACT Center - (S12) 223-7593 (CEACE)	[ Edit ]

Select Position > Role(s) > Assigned Staff > Add Staff to Role to add a new user. Select Remove to remove a user.

Position	Role(s)	Assigned Staff	Action
AVPA - Academic Programs	VP	[ Add Staff to Role ]	
	VP ASSISTANT	Goodall, Donetta Johnson, Carol	[ Remove ]
DEAH - Dean of Arts & Humanities (DTARH)	DEAN	[ Add Staff to Role ]	
	DEAN ASSISTANT	Grant, Lyman Harmon, Adelaide	[ Remove ]
ARTS - Art (PCART TFFIA)	FACULTY	[ Add Staff to Role ]	
	DEPT CHAIR	Watring, Steven	[ Remove ]
	DEPT ASSISTANT	Webb, Gary Harmon, Adelaide	[ Remove ]
CRWR - Creative Writing (PCCRW)	FACULTY	[ Add Staff to Role ]	
	DEPT CHAIR	Watring, Steven	[ Remove ]
	DEPT ASSISTANT	Barnett, Dorothy Rincon, Mary	[ Remove ]
DANC - Dance (PCDAH)	FACULTY	[ Add Staff to Role ]	

Add Staff. Key name of employee, select search. Select appropriate person.

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The screenshot displays the 'ACC Employee Search' web application. The top navigation bar includes links for Home, My Profile, Catalog, Schedule, CS, and Logout. The user is logged in as 'ollad' with the role 'CURSERV'. The search form contains a 'Name' input field and a 'Search' button. Below the search form, the 'Search Results' table is visible, listing employee information and an 'Action' column with a '[ Select ]' link for each row.

Datalist ID	Last Name	First Name	MI	Nick Name	Gender	Action
921544	Young	Dianne	P		F	[ Select ]
817162	Shaver	Dianne	C		F	[ Select ]
748768	Benson	Dianne			F	[ Select ]
4653	Kesslinger	Dianne			F	[ Select ]
1496	Olla	Dianne	A		F	[ Select ]

To remove a person, under Action, select remove. The Catalog Org Chart Summary will appear. Locate name of employee and bracketed Remove option. Select Remove to edit the employee out of this position.