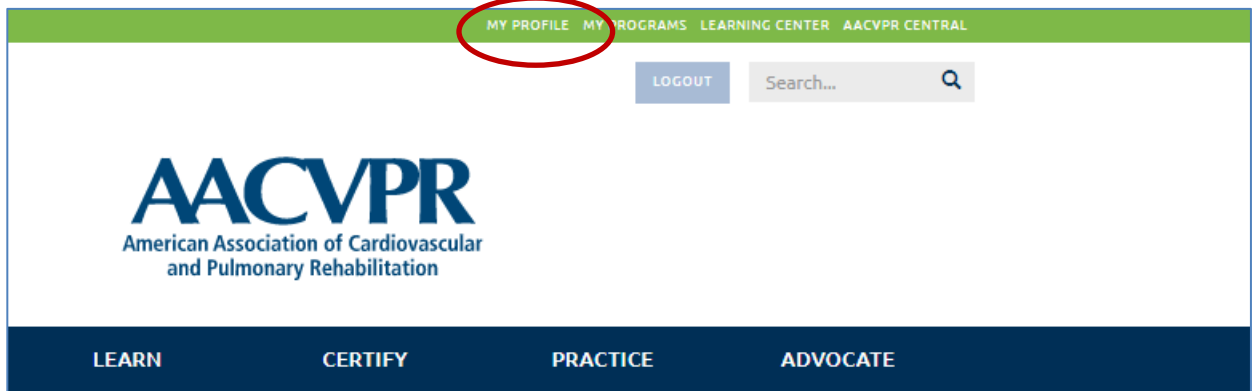
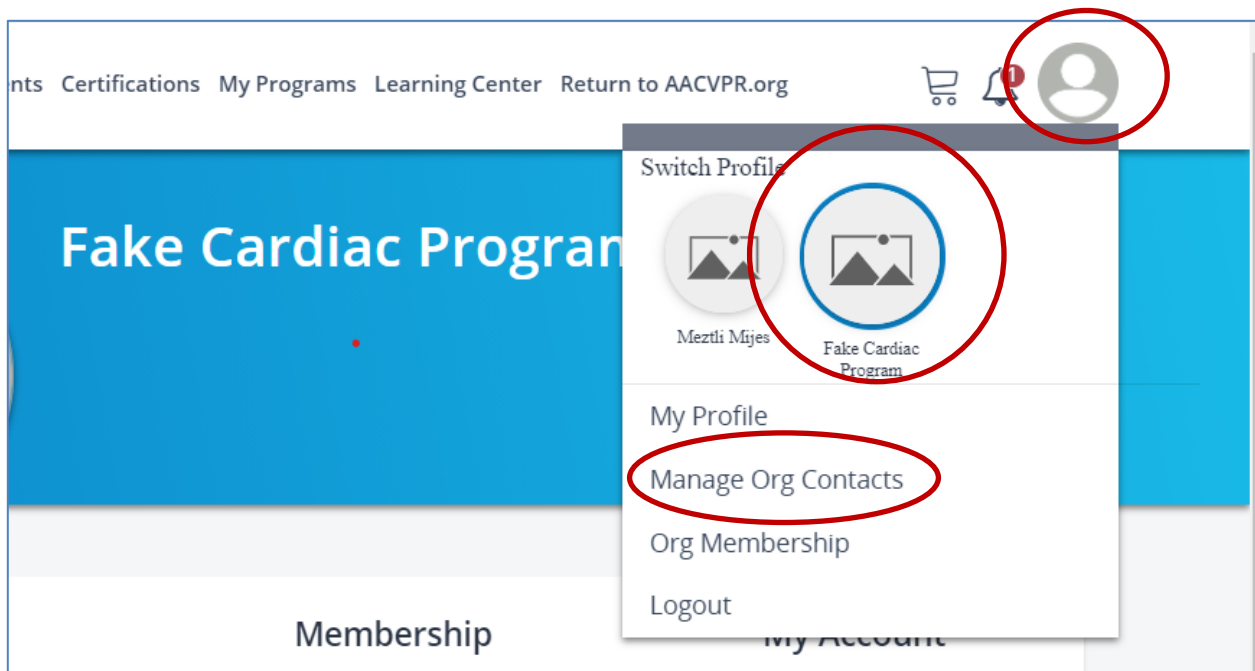


## How to Add/Remove a User in your Staff Roster

1. Log into your [AACVPR profile](#)
2. Click on My Profile – located in the upper right hand corner



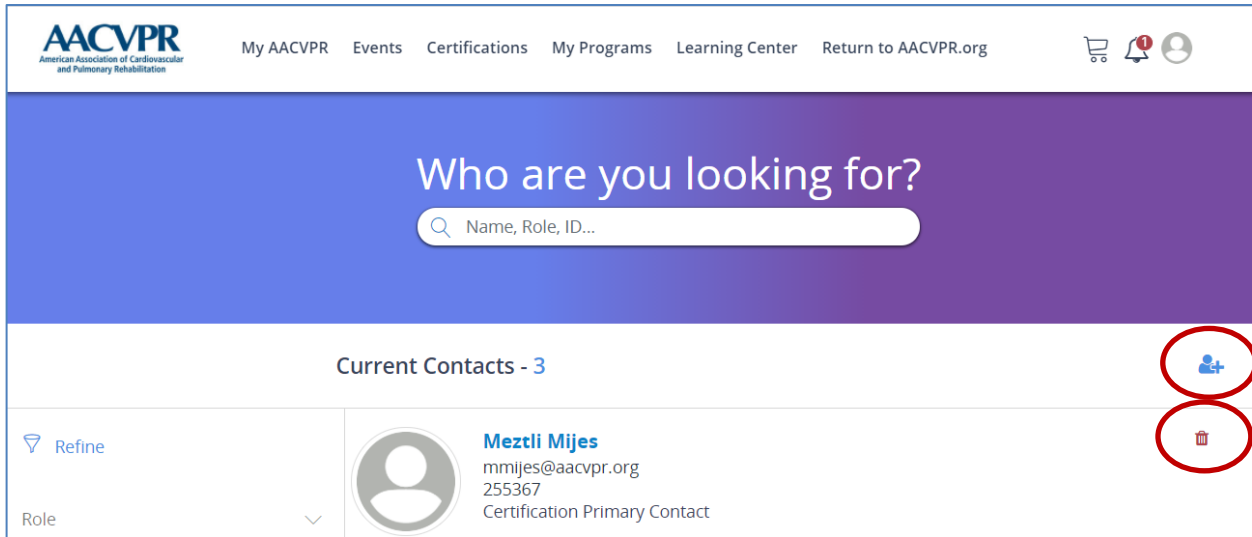
3. Click on the person icon and choose your program – located in the upper right hand corner



4. Then click on Manage Org Contacts – circled in the image above

To **add a user**: Click on the blue person icon with a plus sign – located on the right side of the screen (please see the image below for reference).

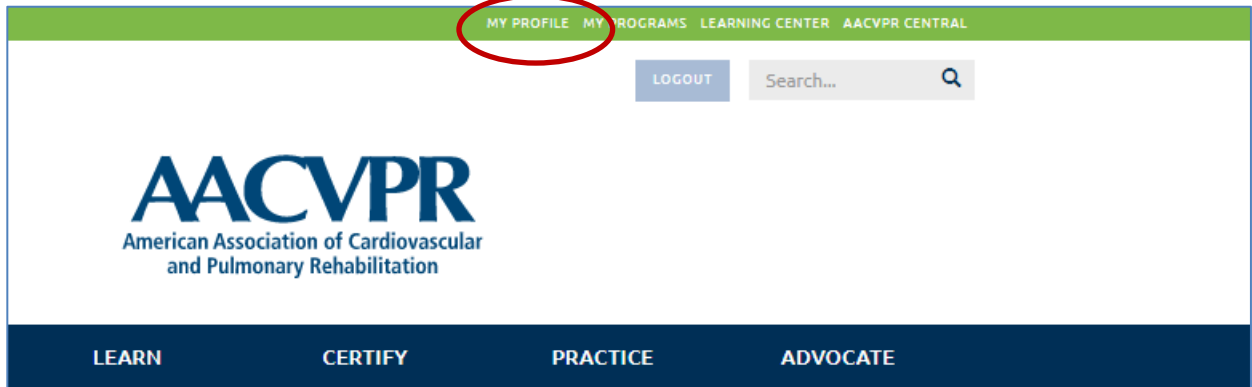
To **remove a user**: Click on the red trash bin to the right of their name (please see the image below for reference).



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## How to Update your Program Demographics

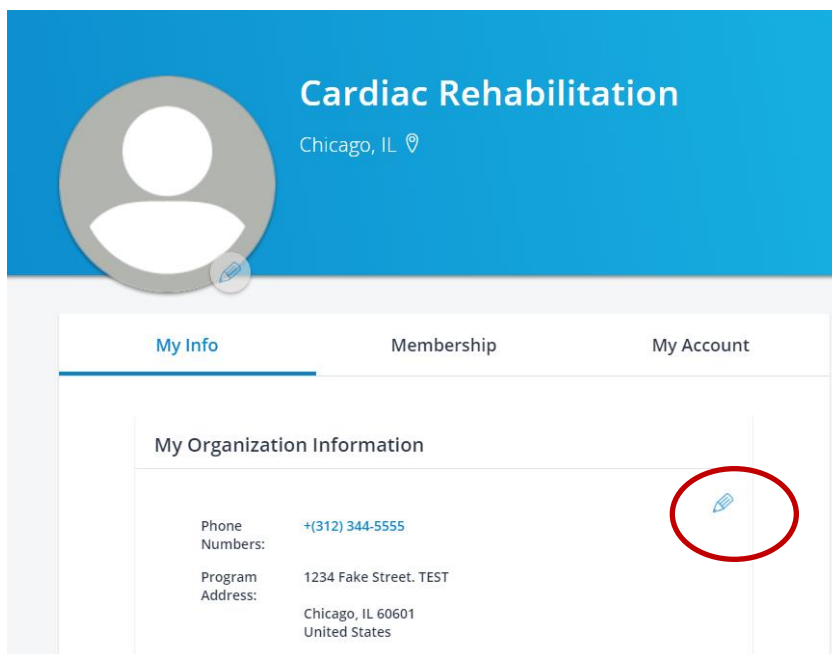
1. Log into your [AACVPR profile](#)
2. Click on My Profile – located in the upper right hand corner



3. Click on the person icon and choose your program – located in the upper right hand corner



4. Click the pencil icon next to the program phone number then scroll down to update your program demographics



Need addition help? Please email [certification@aacvpr.org](mailto:certification@aacvpr.org).