GIVING SOMEONE ACCESS TO COMPLETE MILESTONE REVIEWS

PRIVILEGES

- CCC members do not need to be privileged in your program
- What gives them access is putting in a faculty appointment or putting them on the CCC committee with an appointment date.

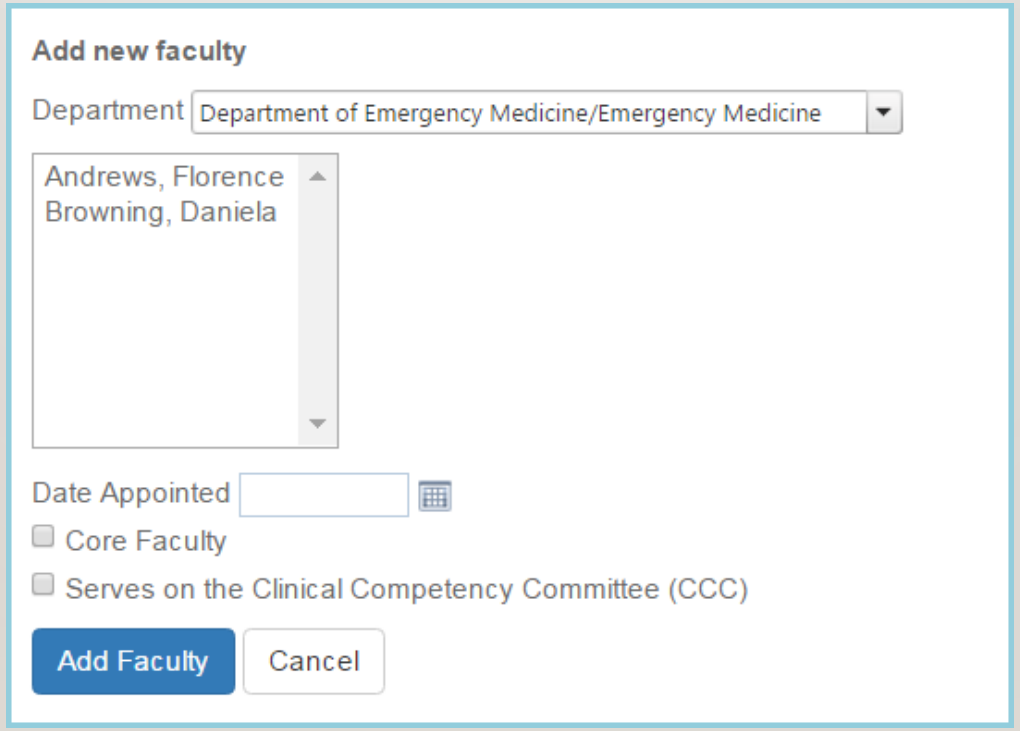
TWO WAYS TO GIVE SOMEONE ACCESS

- Personnel Module
- Administration Module

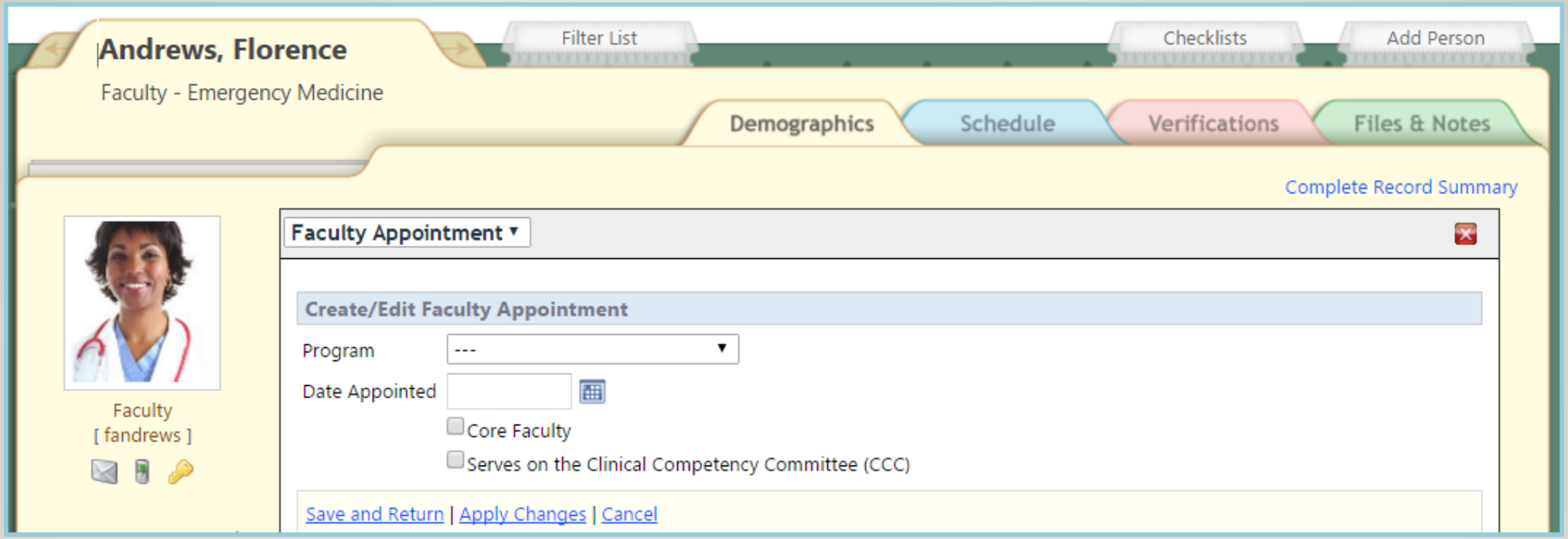
ADMINISTRATION MODULE

- Go to Administration > Program
- In the left panel, click Personnel
- Click the Faculty tab
- Click Add faculty…
- Highlight a faculty member
- Enter their Appointment Date
- Check the appropriate boxes for Core Faculty or CCC
- Click Add Faculty

IN ADMINISTRATION MODULE. CONTINUED



PERSONNEL MODULE, CONTINUED

- Go to Personnel > Personnel Records
- Choose the person from the dropdown list
- In the 'Other' section, click Faculty Appointments
- Click New
- Select the program
- Enter the Appointment Date
- Check the Core Faculty or CCC designations, as needed
- Click Save

PERSONNEL MODULE