



HOW TO REMOVE AFFILIATIONS WITH AN AGENCY?

A Training Officer can remove themselves and individuals from the Training Officer and Medical Director roles. The Training Officer is the only administrative role that can remove individuals from these roles.

How do you remove an individual from the Training Officer or Medical Director role?

1. Login with your username and password.
2. Under MY ROLES, click on Training Officer to access the Training Officer dashboard.
3. Click on the Agency tab on the left margin under your Training Officer role.
4. Click on Edit Agency in the drop-down box, and the Edit Agency screen will appear.
5. Scroll down to the lists for Medical Director and Training Officer.
6. Click on the Remove button next to the name of the individual names you want to remove.
7. Click Remove in the pop-up box.

Note: If you are the only Training Officer or Medical Director listed, another must be added before you can remove yourself. An agency can't exist without a Training Officer. When an agency has one affiliated Medical Director, another Medical Director must request to affiliate with the agency and be approved by a current agency Training Officer before the former Medical Director can be removed.

How a Training Officer removes an individual from the Agency Roster.

1. Login with your username and password.
2. Under MY ROLES, click on Training Officer to access the Training Officer dashboard.
3. Click on Roster in the left margin and then click Agency Roster in the drop-down or click the View Agency Roster button in the quick access buttons under SELECT AN AGENCY TO MANAGE & VIEW REPORTS section.

Note: When you can access more than one agency, you can filter the Agent Roster to see only one agency by clicking on All Agencies in the Agency Filter and then clicking on the Agency you want to view.

4. Click the box in the Remove Affiliation column of the individual(s) you want to remove.
5. Click Submit.
6. Click REMOVE AFFILIATIONS on the validation screen that pops up.
7. Click Remove in the pop-up box.