

Steps to update the data in MCCTE Navigator for CEPD Administrator:

1. Login
 - a. [Link: http://navigator.mccte-fsu.org](http://navigator.mccte-fsu.org)
 - b. User name:
 - c. Password:
2. Update your personal profile
 - a. Click on "Edit Profile" in the left menu under your name.
 - b. Verify/update all of your information.
 - c. Save changes by clicking the "Update" button at the bottom
3. Verify/update schools building names and information
 - a. Mouse over "Schools" in the top menu and click on "My Schools".
 - b. Click on the first school in the list.
 - c. Click on the link titled "Edit School Profile".
 - d. Update the school's profile.
 - e. Click "Save".
 - f. Go back to the list of schools and repeat for each school in the list.
4. Confirm Yes/No if you serve dual role as Operating Building Administrator and/or Teacher in one of the CEPD's buildings
5. Identify all **Operating Building Administrators** within your district.
 - a. Click on "Users" in the top menu.
 - b. Select "Operating Building Administrators" in the left menu titled "User Type".
 - c. Add any missing **Operating Building Administrators**
 - i. Click on "New User" (located under the list of directors).
 - ii. Enter his/her information (make sure to select the proper "User type" when filling out the profile).
 - iii. Click the "Create" button at the bottom.
 - iv. Under the "Schools" heading on the Operating Building Administrators Profile, add all schools this person is in charge of.
 - v. Go to the list of Operating Building Administrators (steps 3a, 3b) and repeat until all Operating Building Administrators have been added.
 - d. Update the existing **Operating Building Administrators**.
 - i. Go to the list of Operating Building Administrators (steps 3a, 3b).
 - ii. Click on an Operating Building Administrator in the list.
 - iii. Update his/her information.
 - iv. Click the "Update" button to save changes.
 - v. Under the "Schools" heading on the Operating Building Administrators Profile, add all schools this person is in charge of.
 - vi. Go to the list of Operating Building Administrators (steps 3a, 3b) and repeat until all Operating Building Administrators have been updated.
 - e. Activate the Operating Building Administrators.
 - i. View the list of "Operating Building Administrators" (steps 3a, 3b).

- ii. In the column titled "Active" click on the red "No" for all Operating Building Administrators you want to activate. The "No" will turn to a green "Yes". This means the Operating Building Administrators is now activated to log in to the system.

6. Log out

Once the Operating Building Administrators is "activated," an email is sent inviting them to login and complete a similar process of updating and activating CTE teachers, academic and/or curriculum consultants. Our goal is to have all of the teachers activated in the system so they can start using MCCTE Navigator by the end of September 2011.

If you have any questions, please contact MCCTE at (888) 591-2789 or mccte@ferris.edu.

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