

# CIS Contacts at Your Site

It's all in who you know! Contract Coordinators, Password Managers... Who plays these important roles at *your* site?

---

Site User Name: \_\_\_\_\_

Site Password: \_\_\_\_\_

Make sure the Password Manager for your site sets up a Staff Account for you!

Staff User Name: \_\_\_\_\_

Staff Password: \_\_\_\_\_

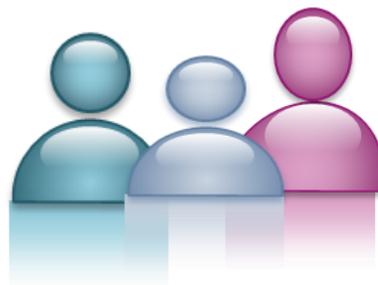
## All staff and faculty can:

Use the CIS site login to:

- Instruct students/clients to in how to set up a portfolio
- Teach students/ clients about using career information

Use their CIS Staff Account to:

- Reset the password of any user to a temporary password



## Reserved for specified faculty

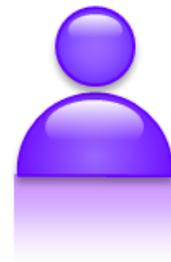
My CIS Contract Coordinator: \_\_\_\_\_

- Negotiates and signs the CIS contract for district, site or organization and determines which products they will subscribe to.
- Jointly plans training with Idaho CIS staff for site personnel.

My CIS Site Password Manager: \_\_\_\_\_

The **only** person to use “admin” account to access CIS Administration site

- Receives and distributes CIS materials to faculty and staff at site
- Distributes CIS site login to staff, students, clients
- Creates and distributes staff accounts for CIS Portfolio Administration site.
- Sets site options, including Portfolio privacy options
- Edits the Site Course Planner



---

Need help determining who's on your team?