

## New DCT Instructions

If your program has a new DCT, you need to do two things to get them connected with CUDCP:

First, send an email to [cudcptreasurer@gmail.com](mailto:cudcptreasurer@gmail.com) and ask to have the new DCT added to the google group (aka "listserv"). Include the name and email address of the new DCT. *Optional: Former DCTs are welcome to remain on the group and contribute their wisdom. If your outgoing DCT would like to be removed from the list, please indicate that in the email as well.*

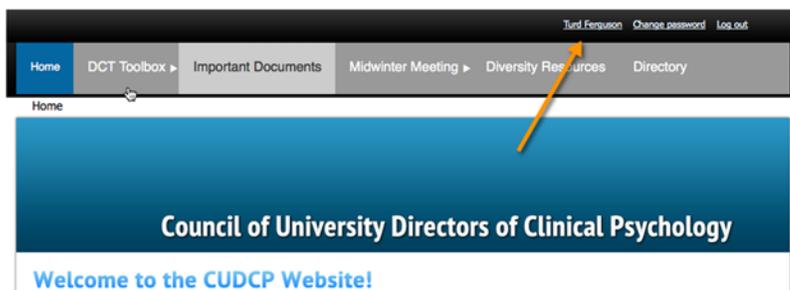
Second, update your program's membership record on the CUDCP website to reflect the new DCT and contact information. Follow the steps below to do so.

1. Visit [www.cudcp.org](http://www.cudcp.org)
2. Please log in via the log in button at the top right corner of the website

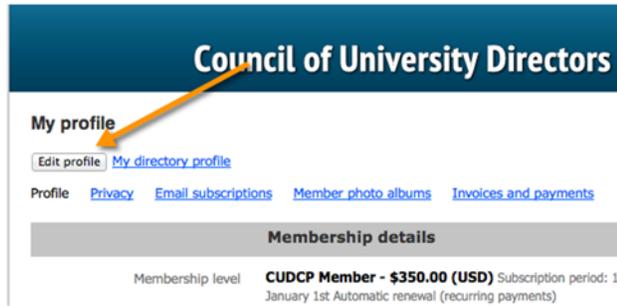


The username is the current DCT's email. If the password has been forgotten, use the "Forgot password" link on the login page to reset it yourself.

3. This will then bring you to the home page which will include tabs to important CUDCP documents, information on the upcoming Midwinter Meeting, and power points from previous Midwinter Meetings. Several of the tabs will be available for public view once we launch, but for now are viewable only my members who are logged in.
4. Click on your name in the upper right hand corner to pull up your profile page.



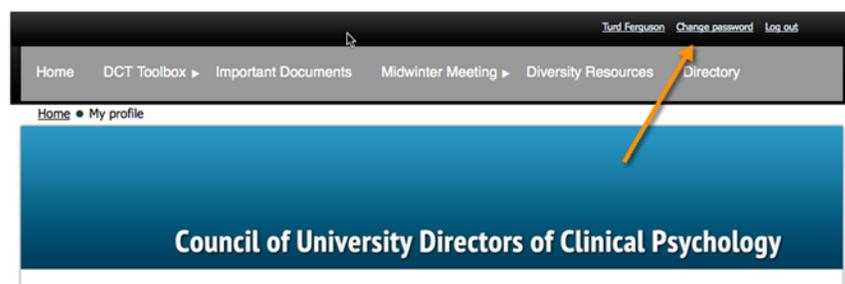
5. Click on the “Edit Profile” button



6. Add any missing information (especially your program website and link to C-20 data page). You can add a secondary contact (e.g., Associate DCT for Program Admin Assistant) if appropriate for your program. Click on the “Save” button in the bottom left to save your changes.

A screenshot of a web form for updating profile information. The form has several input fields: 'Student Admissions, Outcomes and Other Data Link', 'Secondary Contact', 'Secondary Email', and 'Secondary Phone'. Each field has a corresponding label and a brief instruction. At the bottom left of the form, there are two buttons: 'Save' and 'Cancel'. An orange arrow points to the 'Save' button.

7. Optional: Click on the “Change password” link next to your name in the upper right hand corner and change your password.



Please report any technical issues immediately to the CUDCP Secretary/Treasurer  
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