Adding & Removing Registry Users

This is an informational document for Registry Principal Users to use when they wish to grant access for a new user to enter data into a registry or removing an existing user from having access to entering data.

Adding a New Registry User

**Step 1**

The first step of granting a new user access to entering data is to log in to www.aacvpr.org. If you don’t know your login information please email aacvpr@aacvpr.org or call (312)321-5146.

**Step 2**

Click on the HOME link as illustrated in the below screenshot:
**Step 3**

You will be directed to your profile page. On the profile page under the **My Profile** section please click on the name of the organization you would like to update.
Step 4
You will then be taken to the page below:

![Screenshot of a website](image1)

- Determine which program/profile you are currently logged in as on the website here.
- To update the contacts for this specific profile, click on the "Manage Staff Roster" link.
- To navigate between your programs and personal profile, use these links.

Step 5
UPDATING OR SUBMITTING YOUR PROGRAM ROSTER – To update or submit your program roster, please click on the "Manage Organization Contacts" link on the program data page shown above. The page will look like this:

![Screenshot of a website](image2)

- To add a new user or relationship, click on the "Add a Contact" link here.
Please note: the system defaults to only showing 5 individuals on the first page of the current contact list. To increase the number of records shown on the page or to navigate to other pages, please use the controls at the bottom of the list.

Removing a Registry User

Step 1
Repeat steps 1-5 that are listed above this text. Then when you get to the staff roster, click on the "delete" link to the right of the individual's name to remove them from your roster.

NOTE: If there is an individual who no longer works at your facility that you wish to completely remove their access to entering data to the registry, please email registry@aacvpr.org with the name of the individual and the program name you would like them removed from.