

What to Do When the Existing EPC Account Administrator Has Left the Organization

If the user currently listed in your organization's EPC profile as the account administrator no longer works for your school or school district, you will need to change the account administrator to another user.

Scenario 1: The previous Account Administrator is still willing and able to log in and assist with the change

The *existing* Account Administrator completes the following steps:

<p>① Log into EPC using your Account Administrator credentials</p>		
<p>② <i>If the new AA is not in EPC:</i></p> <p>Click on the “Manage Users” link > then check the checkbox for the organization and click the “CREATE A NEW USER” button > then enter the new user's information and give them Full Rights to all forms</p> <p>EPC will send an email to the new user asking them to log in to EPC, establish their password, and accept their EPC Terms and Conditions (this is a separate task to be completed within EPC)</p> <p>The new user must accept the terms and conditions before proceeding to the next step</p>	<p><i>If the new AA is already in EPC:</i></p> <p>Skip to the next step</p>	
<p>③ Click on the organization's name to view its profile > then select the “Related Actions” link from the menu > then select the “Modify Account Administrator” link > then select the new AA</p>		

Scenario 2: The previous Account Administrator is not available

The *new* Account Administrator completes the following steps:

<p>① Send an email from your school email account to sldpr@gdit.com with the following info:</p> <p>Please establish me as the new EPC Account Administrator for the entity below. The current Account Administrator has left the organization.</p> <p>Name: Title: Billed Entity Number (BEN): Organization: Address: Phone:</p>		
<p>② EPC will send you an email asking you to log in to EPC, establish the password, and accept your EPC Terms and Conditions (this is a separate task to be completed within EPC)</p> <p>You must accept the terms and conditions before proceeding to the next step</p>		
<p>③ Send a second email to sldpr@gdit.com with the following info:</p> <p>I have accepted the EPC terms and conditions. Please set me up as the new Account Administrator for the entity below.</p> <p>Billed Entity Number (BEN): Organization:</p>		