

UPDATING AND MANAGING ADVISOR INFORMATION



Throughout the year, it is important to review the list of advisors with access to CAMS.

- You can add, delete, or modify advisor accounts for teachers, counselors, librarians, and administrators.
- Multiple security levels ensure people will have access to the tools and information that are appropriate for them.
- The individuals listed as CAMS advisors with any security level will also receive our newsletters with enhancement updates by email, so please ensure that the correct email information is entered for all advisors, including you.

TO REVIEW YOUR LIST OF ADVISORS:

1. Log in to your Career Advisor Management System (CAMS) tool:
www.careercruising.com/school

If you do not remember your login, click **Forgot your login?** and your advisor password will be emailed to you. If you need additional assistance with logging into your CAMS account, please contact Client Support at 1-800-965-8541, ext 2 or email at clientsupport@careercruising.com.

2. Click the **View List of All Advisors** link on your advisor homepage.
3. You can delete any advisors who are no longer on staff at your school, or who should no longer have access to CAMS by clicking on the  to the right of the advisor's name.
4. You can change the level of access for an advisor by clicking on the  to the right of the advisor's name.

TO ADD A NEW ADVISOR:

Log in to your Career Advisor Management System (CAMS) tool:
www.careercruising.com/school

If you do not remember your login, click the **Forgot your login?** and your advisor password will be emailed to you. If you need additional assistance with logging into your CAMS account, please contact Client Support at 1-800-965-8541, ext. 2.

Click on the **Add New Advisor** link on the Advisor Homepage.

Once you've filled in the new advisor's information, you can check off the box at the bottom of the screen to send them an email with their login information.