

School Contacts – New or Update Current

DPOS Connect User Guide

V 1.0

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COLORADO
Division of Private
Occupational Schools
Department of Higher Education

FAQ's

Q: What are the requirements for school contacts?

A: Each school must have a contact for a director, school owner, and a designated agent. The same person can be designated for all three roles.

Needed to fulfill Requirement:

Requirement to have contact information for each of the following at all times (the same person may be listed for all three positions):

- School Owner
- School Director
- Designated Agent (Separate Colorado address from the school's address)

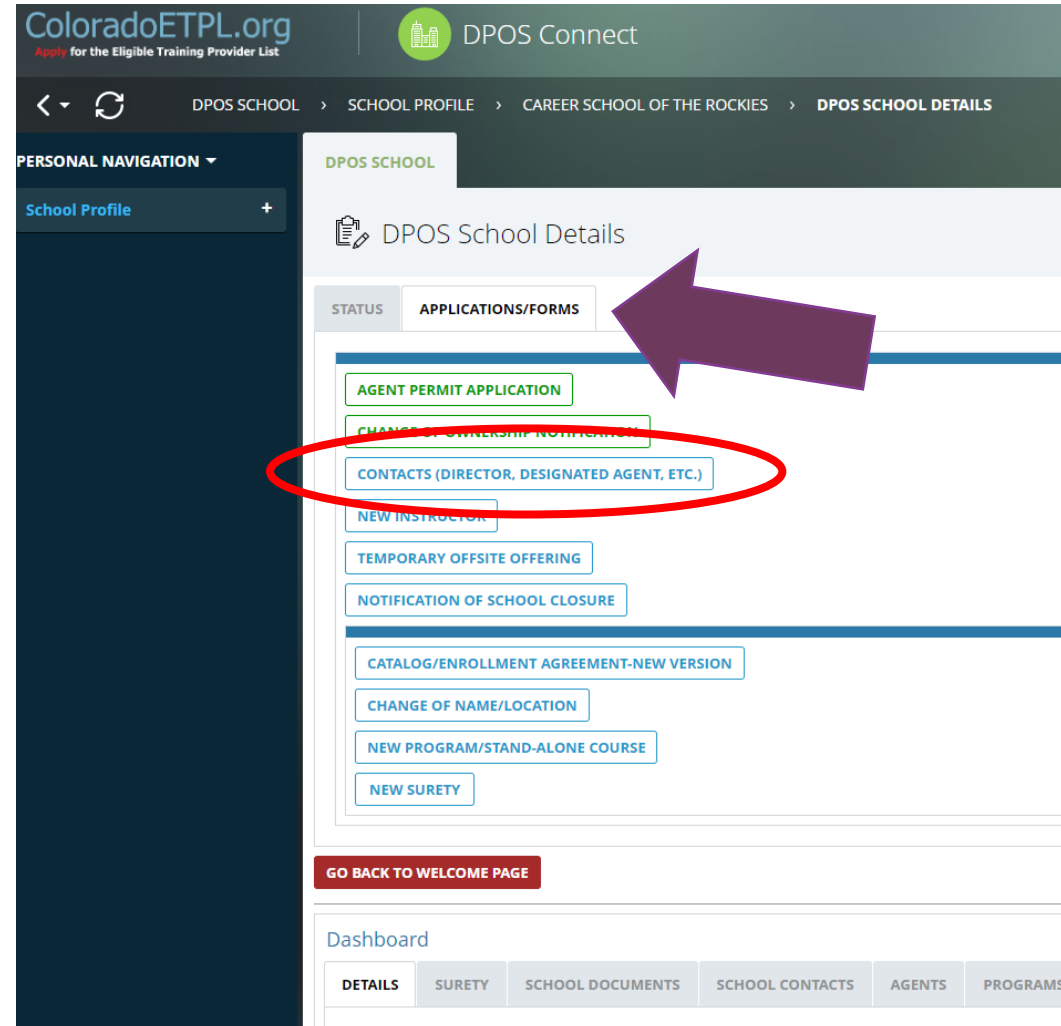
To Add New School Contacts

Step One:

Click **Applications/Forms** tab at the top of the school details page.

Step Two: Click Button

Click **Contacts** on the list to add new contact information for the school.



The screenshot displays the ColoradoETPL.org DPOS Connect interface. The page title is "DPOS School Details" for "CAREER SCHOOL OF THE ROCKIES". The "APPLICATIONS/FORMS" tab is selected, and the "CONTACTS (DIRECTOR, DESIGNATED AGENT, ETC.)" button is highlighted with a red circle. A purple arrow points to the "APPLICATIONS/FORMS" tab. The interface includes a "PERSONAL NAVIGATION" menu on the left, a "GO BACK TO WELCOME PAGE" button, and a "Dashboard" section at the bottom with tabs for "DETAILS", "SURETY", "SCHOOL DOCUMENTS", "SCHOOL CONTACTS", "AGENTS", and "PROGRAMS".

Enter Information

Step Three: Enter Contact Name

A new window will pop-up. Enter the first name and last name of the new school contact.

Step Four: Contact Priority and Title

Choose the contact's priority and title associated with the school contact. More than one title can be chosen for a single contact. School must have a least one primary contact.

Step Five: Contact Info

Enter the contact's telephone number and Email address.

Step Six: Designated Agent

This section will appear to enter information for the if Designated Agent is selected above.

Click Save and Close to return to School Details page

The screenshot shows a web form titled "New DPOS School Contact". The form is divided into sections. The "Contact Information" section includes fields for "First Name*" and "Last Name*", a "Contact Priority*" section with radio buttons for "Primary", "Secondary", and "Other", and a "Contact Title*" section with checkboxes for "Administrative", "Designated Agent", "Director", "Other", and "School Owner". Below these are fields for "Telephone (include ext.)*" and "E-mail*". At the bottom right, there are two buttons: "SAVE AND CLOSE" (circled in red) and "CANCEL". Three purple arrows point to the "First Name" field (labeled "Step Three"), the "Contact Title" section (labeled "Step Four"), and the "E-mail" field (labeled "Step Five").

The screenshot shows a section titled "Designated Agent". It includes a note: "Designated Agent Address: Designated Agent Address must be separate from the school's address and must be in Colorado. A P.O.box is not an acceptable address." Below this are fields for "Designated Agent Address*", "City*", "State" (pre-filled with "CO"), and "Zip*". A purple arrow points to the "Designated Agent Address" field, labeled "Step Six".

Update Existing Contacts

Step One: School Dashboard

Scroll down to **Dashboard** on the school details page. Click the **School Contacts** tab to view active and inactive contacts.

Step Two: Active School Contacts

All active school contacts will appear in the table. To update the contact, click on the contact's name to view the profile.

The screenshot shows the DPOS School Dashboard interface. At the top, there's a header with 'DPOS SCHOOL' and 'DPOS School Details'. Below this is a navigation bar with several tabs: 'Dashboard', 'DETAILS', 'SURETY', 'SCHOOL DOCUMENTS', 'SCHOOL CONTACTS', 'AGENTS', 'PROGRAMS', 'INSTRUCTORS', 'ANNUAL FILINGS', 'QUARTERLY ASSESSMENT', 'PAYMENTS', and 'EXEMPTIONS'. The 'Dashboard' tab is circled in red. Below the navigation bar, there's a section titled 'School Contacts Requirement: Must have at least 1 active contact for each of the following' with a list: '# Primary Contacts 1 # DA Agents 1 # School Owner 1 # Director 1'. Below this is an 'Instructions' section. The main content area is titled 'Active School Contacts' and contains a table with the following columns: No., First Name, Last Name, Contact Priority, Contact Title, Other: Title, Telephone (include ext.), E-mail, D.A's Address, City, State, Zip, Last Modified By, Last Modified Date, School Contact System ID, and Active Record. The table has one row with the following data: No. 1, First Name Joe, Last Name Smith, Contact Priority Primary, Contact Title Designated Agent, Director, School Owner, Telephone 1234567891, E-mail gmail@gmail.com, D.A's Address 1600 Broadway St, City Denver, State CO, Zip 80202, Last Modified By School33, Last Modified Date 12/29/2021 1:54:38 PM, School Contact System ID 92, and Active Record Yes. There is an 'EXPORT' button below the table. Two purple arrows with text labels 'Step One' and 'Step Two' point to the 'SCHOOL CONTACTS' tab and the 'Active School Contacts' table, respectively.

No.	First Name	Last Name	Contact Priority	Contact Title	Other: Title	Telephone (include ext.)	E-mail	D.A's Address	City	State	Zip	Last Modified By	Last Modified Date	School Contact System ID	Active Record
1	Joe	Smith	Primary	Designated Agent Director School Owner		1234567891	gmail@gmail.com	1600 Broadway St	Denver	CO	80202	School33	12/29/2021 1:54:38 PM	92	Yes

Update Existing Contact

Step Three: Contact's Record

The contact's record will pop-up in a new window. Changes can be made on this window to any of the information. Click **Save & Go Back to School's Profile** to return to Dashboard.

Step Four: Update to Inactive

To update a contact to be inactive, click yes. A new section will pop-up to enter a reason. Click **Update to Inactive & Go Back to School's Profile**. The contact will now appear on the Inactive School Contacts table.

The screenshot displays the 'Update Existing Contact' interface. At the top, the contact name 'Joe' is shown next to a profile icon. A red circle highlights the 'SAVE & GO BACK TO SCHOOL'S PROFILE' button. Below this is the 'Contact Information' section with the following fields:

- First Name*: Joe
- Last Name*: Smith
- Contact Priority*: Primary, Secondary, Other
- Contact Title*: Administrative, Designated Agent, Director, Other, School Owner
- Telephone (include ext.)*: 1234567891
- E-mail*: gmail@gmail.com

A purple arrow labeled 'Step Three' points to the 'Contact Information' section. Below this is the 'Update Contact to be Inactive' section with radio buttons for 'No' and 'Yes' (selected). A purple arrow labeled 'Step Four' points to the 'Update Contact' section, which includes an 'Inactive Reason' text box and two buttons: 'UPDATE TO INACTIVE & GO BACK TO SCHOOL'S PROFILE' and 'CANCEL UPDATING CLIENT TO BE INACTIVE'.