

HOW-TO: COMPLETE THE ANNUAL UPDATE REQUEST

FOR:	Applicants
DESCRIPTION:	Instruction for completing the annual update request within the FACT Accreditation Portal.
DEFINITIONS:	Not Applicable
PREREQUISITES:	Not Applicable

PROCESS:

1. Upon initial log in, the system displays the *Routine Information Update Request* screen.
2. This screen will continue to display at each log in until all required information has been completed and saved.

Routine Information Update Request

To ensure FACT data remains current, we ask our users to regularly verify or update their contact information.
Additionally, if you are an Organization Director, Organization Co-Director or Primary Contact, please confirm the organizational information.

My Contact Information

First Name: Fred
Last Name: Flintstone
Credentials: MD
Phone: 0014025591972
Mobile: NA
Email Address: fredflintstone@gmail.com

Emergency Contacts: NA
Assistants: NA
Language: English
Addresses: NA

[Review User Details](#)

My Organization's Information

Organization Name: FACT Demonstration Bone Marrow and Stem Cell Transplantation Program - TRAINING ORG

KEY PERSONNEL
Organization Director: Fred Flintstone
Organization Co-Director: NA
Primary Contact: Wilma Flintstone
Additional Key Personnel: Fred Flintstone, Rockhead Slate, Wilma Flintstone, Pebbles Flintstone, Dot Warner

Addresses: NA
Organization Director Mailing Address: MISSING
Primary Contact Mailing Address: MISSING

[Review Organization Details](#)

[Close](#)

My Contact Information

3. Select *Review User Details* to review your information.
4. If you are an Inspector, the following fields are required:
 - a. Mobile phone number
 - b. Emergency Contact
 - c. Mailing address(es)
5. Contact Person
 - a. If an emergency contact is missing, **'Emergency Contact is Required'** will display.
 - b. Select the contact type (Emergency or Assistant) in the *Contact Type* dropdown field.
 - c. Select the X button to delete a contact.
 - d. Select **+ Contact Person** to add an additional contact.
 - e. Complete all required information and select *Save*.
6. Based on the user's role, the following applies:
 - a. For users who are not an Organization Director, Organization Co-Director, or Primary Contact, selecting *Save* returns the user to the initial screen.
 - b. For users who are an Organization Director, Organization Co-Director, or Primary Contact, a *Save / Next* button will display. Selecting this will take the user to the organization section.

Routine Information Update Request - Contact Information

To ensure FACT data remains current, we ask our users to regularly verify or update their contact information.

My Contact Information

<p>* First Name Fred</p>	<p>* Last Name Flintstone</p>
<p>Credentials X MD</p>	<p>* Email Address fredflintstone@gmail.com</p>
<p>Phone Number 0014025591972</p>	<p>Mobile Phone Number <input type="checkbox"/> Mobile Phone Number</p>
<p>Languages X English</p>	

Contact Person

+ Contact Person

Addresses

+ Add Address

















My Organization's Information

7. In the organization section, the Organization Director, Organization Co-Director or Primary Contact, will see their organization's information.
8. The Organization Director Mailing Address, Primary Contact Mailing Address, and Accreditation Certificate Mailing Address are required.
9. Select *Review Organization Details* to enter/review your information.
10. Personnel
 - a. Refer to the [How-To: Manage Users Within My Organization](#) guide that provides detailed instructions on managing users within your organization.
 - b. Select *Next* to move to the next section to review.

Routine Information Update Request - Organization Personnel

To ensure FACT data remains current, please confirm your personnel is up to date. The only roles that are not editable are Organization Director, Organization Co-Director, and Primary Contact. If these roles need to be updated, please contact your Coordinator.

Organization Personnel + Add New User

Full Name	Organization Role	Email Address	Actions
<input type="text" value="Search Full Name"/>	<input type="text" value="Search Organization Role"/>	<input type="text" value="Search Email Address"/>	
Fred Flintstone, MD	Organization Director	sbimley+fred@gmail.com	 
Rockhead Slate, MD	Clinical Program Director	sbimley+state@gmail.com	 
Fred Flintstone, MD	Marrow Collection Facility Medical Director	sbimley+fred@gmail.com	 
Wilma Flintstone, MD	Apheresis Collection Facility Director	sbimley+wilma@gmail.com	 
Pebbles Flintstone, PhD	Processing Facility Director	sbimley+pebbles@gmail.com	 
Rockhead Slate, MD	Processing Facility Director	sbimley+state@gmail.com	 
Dot Warner, MD, MBA	Apheresis Quality Manager	alisa.forsythe+dol@gmail.com	 
Wilma Flintstone, MD	Primary Contact	sbimley+wilma@gmail.com	 

Showing 1 to 9 of 9 entries

Show 10 entries First Previous Next Last

Back Next

11. Addresses

- a. If any required address fields have not been completed, they will display as 'MISSING.'
- b. Select + *Add Address* to add a new address.
- c. Select the X button to delete an address.
- d. Select *Save* to save the address changes.
- e. Select the edit button to edit an address.
- f. Select the *Save / Close* button once completed to return to the initial screen.

Routine Information Update Request - Organization Addresses

To ensure FACT data remains current, please confirm your addresses are up to date.

Organization Addresses

Organization Director Mailing Address

MISSING

Primary Contact Mailing Address

MISSING

[+ Add Address](#)

* Address Type
Organization Director Mailing Address

* To

* Street 1

Street 2

City State Province Zip Code

Country Phone

[Save](#)

[Back](#) [Save / Close](#)

12. Upon completing the Contact Information and Organization Information sections, a verified timestamp will display.

13. Upon completing both sections, the *Routine Information Update Request* screen will not display until one year passes.

Routine Information Update Request

To ensure FACT data remains current, we ask our users to regularly verify or update their contact information. Additionally, if you are an Organization Director, Organization Co-Director or Primary Contact, please confirm the organizational information.

My Contact Information

First Name: Fred
Last Name: Flintstone
Credentials: MD
Phone: 001402559972
Mobile: NA
Email Address: fredflintstone@gmail.com

Emergency Contacts: NA

Assistant: NA

Languages: English

Addresses: NA

[Review User Details](#)

Last verified by Fred Flintstone on 01/02/2025

My Organization's Information

Organization Name: FACT Demonstration Bone Marrow and Stem Cell Transplantation Program - TRAINING ORG

KEY PERSONNEL
 Organization Director: Fred Flintstone
 Organization Co-Director: NA
 Primary Contact: Wilma Flintstone
 Additional Key Personnel: Fred Flintstone, Rockhead Stone, Wilma Flintstone, Pebbles Flintstone, Dot Warner

Addresses: NA

Organization Director Mailing Address

MISSING

Primary Contact Mailing Address

MISSING

[Review Organization Details](#)