

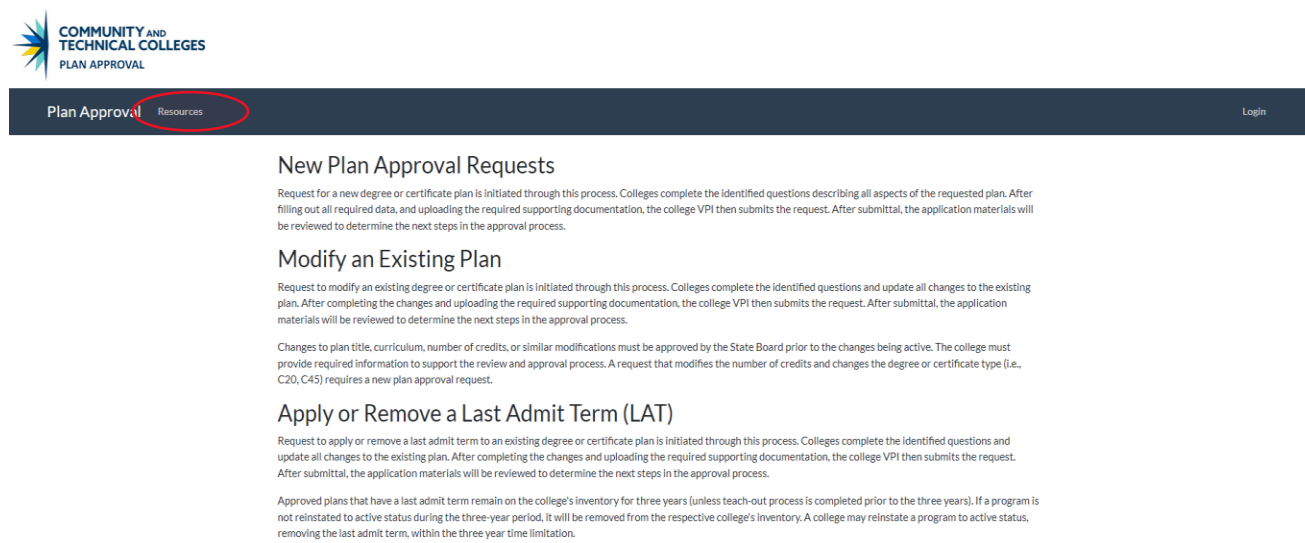
# SBCTC Plan Approval College Management

In this tutorial, you will see how to use the college management tab in the Plan Approval Site

1. Access to the PAR Form
2. College Management
  - a. Roles and Responsibilities

## Access to the PAR Form

Before an individual can access the Plan Approval Site, they must have log in credentials as a college approved user. To be added as a user, please contact your college administrator (list of college administrators located under the **Resources** tab) of the **Plan Approval** site (image below).



Each college VPI or VPI designee has authority to designate additional administrators. As noted below, an administrator can create and manage users in the Program Approval Site. The VPI or VPI designee contact information is located under the **Resources** tab. You can also contact [programapproval@sbctc.edu](mailto:programapproval@sbctc.edu) for assistance.

If you are unable to login to any of the forms, please email [programapproval@sbctc.edu](mailto:programapproval@sbctc.edu) for guidance.

## College Management

### Roles and Responsibilities

1. **VPI:** has the same access as a college administrator, is the designated college contact for all program approval decisions and is the only role that can authorize submissions in the VPI approval section. VPI can authorize a VPI designee to assist with these tasks but is ultimately responsible for all submissions.
2. **College Administrator:** has access to college management feature to create/edit users and update department contacts (Financial Aid, Registration, Solar Winds Tickets, VPI/VPI Designee). These departments will be notified when an initial request is submitted by your college and when the request is approved for processing by SBCTC.
3. **User:** has access to the program request forms to create, modify, and manage last admit terms. Users do not have access to college management or the VPI approval section.