

# View, Add, and Edit Staff

Staff Name	Phone	Role	Room	Sign-In Success	Toolkit Access
Estevan emora@cb.org	Mobile: +1 209 513 2035	Coordinator	roomCodeTest2	Confirmed	Granted
Ambaye, Pushkar_Dev pambaye_dev@collegeboard.org	Mobile: +1 213 555 6677	Room Monitor	BBTest0f0	Unconfirmed for this administration	Not granted
Coord, Pushkar pambaye+coord@collegeboard.org	Mobile: +1 212 666 7477	Coordinator	BBTest0f0	Confirmed	Granted
Help, TestUser thelp+test@collegeboard.org	Mobile: +1 212 988 9988	Proctor	roomCodeTest1	Confirmed	Granted

## View details under “Staff”

- Entered Names, Role, and Phone
- Room Assignment
- Access and Sign-in Status

**Select from Your Staff List**

- Alvarado, Alex (Proctor) alvarado@collegeboard.org
- Ambaye, Pushkar (Coordinator) pambaye@collegeboard.org
- Carr, Kevin (Technology Coordinator) kealcarr@yahoo.com
- Carr, Kevin (Coordinator) kcarr@collegeboard.org
- Castro, Andrew (Proctor) acastro@collegeboard.org
- df, sp (Proctor) skoll@yahoo.com
- McArthur, Kristen (Coordinator) kmac@baa.oo
- Mora, Estevan (Coordinator) emora@collegeboard.org
- Nimkar, Gautam (Coordinator) gnimkar@collegeboard.org
- aplyn test (Coordinator) spinupolu@collegeboard.org
- KATY MCMAHON (Coordinator) KATYMCMAHON@COLLEGEBOARD.ORG
- TBD (Coordinator) test\_email12@gmail.com
- WAF COORD (Coordinator)

**Add New Staff to Test Day Toolkit**

Force this user into Test day Toolkit

First Name \*

Last Name \*

Email \*

Phone \*  
At least one phone number is required.

Mobile Phone

Home Phone

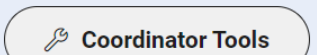
Work Phone

Work Extension

Test Day Toolkit Access \*

Role

Room

- Click “Add Staff” to either add or import staff from another test admin
- Click on any staff name and then the button  to edit that staff member’s details