



User Accounts

Assign a New Asbestos Designated Person

Administration → Users

Only individuals assigned as the Asbestos Designated Person (ADP) may assign a new Asbestos Designated Person.

1. In the top right-hand corner of the screen, click the arrow next to your name to display a dropdown menu.
2. Select **Administration**. *If you don't see **Administration** in the dropdown, you are not currently assigned as the ADP and cannot assign a new ADP. Contact your district's ADP to edit user roles.*
3. Select **Users**.
4. This page displays a list of users for the district. Click the **Name** of an existing user. *If the new ADP is not an existing user, see instructions for how to **Add a New User**.*
5. Click the **Edit Roles** button.
6. Toggle **OFF** the current role and toggle **ON** the new **Asbestos Designated Person** role.

IMPORTANT: *Only one Asbestos Designated Person can be assigned per district. If you toggle on the ADP role for this user, your account will immediately be changed to a "District Viewer" role upon clicking **Save**. You will receive an "Access Denied" error since you are no longer the ADP and cannot continue editing users.*

If you reassigned the ADP role on accident, contact AMPsupport@tasb.org.

7. Click **Save**.

