Administrative Window Checklist

	Schools / School Districts	Libraries and Library Systems	Consortia
Account Administrator is active and current	X	X	X
Account Administrator adds new users and deactivates users that no longer work for the organization	X	X	X
Account Administrator reviews and updates all user rights by form/transaction	X	X	X
Account Administrator updates/adds consulting firm (CRN) and consulting firm users and updates rights	X	X	X
New or closed entities requested via a customer service case	X	X	X
Update entity relationships (child entities, consortia members)	X	X	X
Update student counts / library square footage; update entity subtypes / add Tribal affiliation	X	X	
Review/update entity profiles to ensure that are no errors due to missing information	X	X	
Update entity contact information and FCC registration number	X	X	X
Request an increase to your Category 2 budget	X	X	