



User Orientation – Navigating Animal Programs Database
Institutional Liaison Participants

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Questions? Contact AZA's Conservation and Science Department:

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Managing your Institution's Institutional Representative List

Getting started:

1. Log into www.aza.org using your primary email address as your username and your password (this is your individual member ID number, or a personalized password if you have re-set it).
2. Click the "My Organization Info" link on the left side of the page. If you do not see this link, you are not set as the Institutional Liaison (IL). Only your Institution Director may change the designated IL (Animal Programs Liaison role). Please have the Director contact the AZA Conservation Department (conservation@aza.org) to notify them of any changes to the IL.

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My Information

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- My Information
- My Transactions
- My Committees
- My Surveys
- AZA Member Directory
- Upcoming Events
- Animal Programs
- Awards
- Online Store
- Request Info
- Logout

Your individual information is listed below.
Please click the links to change any of your profile information. Should you need assistance, please email AZA's Membership Services Department.

Customer Number: [REDACTED]

Primary Contact Information: [REDACTED]

Upload/Edit

Manage Information

- Change Password
- Edit Demographics
- Add New Employment
- Add New Address
- Add New Phone Number
- Add New Fax Number
- Add New Email
- Opt-out Preference

3. Scroll down and you will see a list of your current Institutional Representatives (IR) and what Animal Programs they represent (TAGs, SSPs, and Red Studbooks). Please note that there may be multiple pages to your list. You may click on the small numbers located just above the "First Name" column to scroll through the entire list.

Institutional Representatives			Export List	Add
1	2	3	4	5
6	7			
First Name	Last Name	Program Name	Program Type	
Donna	Bear-Hull	Gruiformes TAG	TAG	Edit
Donna	Bear-Hull	Columbiformes TAG	TAG	Edit
Donna	Bear-Hull	Bustard, Kori SSP	SSP	Edit
Donna	Bear-Hull	Charadriiformes TAG	TAG	Edit
Donna	Bear-Hull	Turaco and Cuckoo TAG	TAG	Edit
Donna	Bear-Hull	Ratite and Tinamiformes TAG	TAG	Edit
Donna	Bear-Hull	Ibis, Hadada SSP	SSP	Edit
Donna	Bear-Hull	Bat TAG	TAG	Edit
Donna	Bear-Hull	Ciconiiformes and Phoenicopteriformes TAG	TAG	Edit
Mark	Beshel	Frog, Panamanian Golden SSP	SSP	Edit
Geneve	Darnell	Pudu, Chilean Studbook	Studbook	Edit
Geneve	Darnell	Parrot TAG	TAG	Edit
Geneve	Darnell	Pelecaniformes TAG	TAG	Edit
Geneve	Darnell	Penguin TAG	TAG	Edit
Geneve	Darnell	Toucan, Chestnut Mandibled SSP	SSP	Edit

4. The list is also available to download in Excel by clicking the [Export List](#) link located in the gray **Institutional Representatives** heading box.

Institutional Representatives			Export List	Add
1	2	3	4	5
6	7			
First Name	Last Name	Program Name	Program Type	
Donna	Bear-Hull	Gruiformes TAG	TAG	Edit
Donna	Bear-Hull	Columbiformes TAG	TAG	Edit
Donna	Bear-Hull	Bustard, Kori SSP	SSP	Edit
Donna	Bear-Hull	Charadriiformes TAG	TAG	Edit
Donna	Bear-Hull	Turaco and Cuckoo TAG	TAG	Edit
Donna	Bear-Hull	Ratite and Tinamiformes TAG	TAG	Edit
Donna	Bear-Hull	Ibis, Hadada SSP	SSP	Edit
Donna	Bear-Hull	Bat TAG	TAG	Edit
Donna	Bear-Hull	Ciconiiformes and Phoenicopteriformes TAG	TAG	Edit
Mark	Beshel	Frog, Panamanian Golden SSP	SSP	Edit
Geneve	Darnell	Pudu, Chilean Studbook	Studbook	Edit
Geneve	Darnell	Parrot TAG	TAG	Edit
Geneve	Darnell	Pelecaniformes TAG	TAG	Edit
Geneve	Darnell	Penguin TAG	TAG	Edit
Geneve	Darnell	Toucan, Chestnut Mandibled SSP	SSP	Edit

5. Please review and update the IR list throughout the year to ensure the information is current.

Removing an IR from Their Current Animal Program

1. Find the correct person and Program Name/Program Type that is to be removed. Click on the [Edit](#) link located in the very last column to the right of the "Program Type."

Institutional Representatives				Export List	Add	
1	2	3	4	5	6	7
First Name	Last Name	Program Name	Program Type			
Donna	Bear-Hull	Gruiformes TAG	TAG	Edit		
Donna	Bear-Hull	Columbiformes TAG	TAG	Edit		
Donna	Bear-Hull	Bustard, Kori SSP	SSP	Edit		
Donna	Bear-Hull	Charadriiformes TAG	TAG	Edit		
Donna	Bear-Hull	Turaco and Cuckoo TAG	TAG	Edit		
Donna	Bear-Hull	Ratite and Tinamiformes TAG	TAG	Edit		
Donna	Bear-Hull	Ibis, Hadada SSP	SSP	Edit		
Donna	Bear-Hull	Bat TAG	TAG	Edit		
Donna	Bear-Hull	Ciconiiformes and Phoenicopteriformes TAG	TAG	Edit		
Mark	Beshel	Frog, Panamanian Golden SSP	SSP	Edit		
Geneve	Darnell	Pudu, Chilean Studbook	Studbook	Edit		
Geneve	Darnell	Parrot TAG	TAG	Edit		
Geneve	Darnell	Pelecaniformes TAG	TAG	Edit		
Geneve	Darnell	Penguin TAG	TAG	Edit		
Geneve	Darnell	Toucan, Chestnut Mandibled SSP	SSP	Edit		

2. Please be sure to remove an IR from an Animal Program first before you designate a different IR to this Animal Program. Follow the instructions listed below.
3. Click **Delete** for the person and this will remove them from the IR list for that Program Name/Program Type. You do not need to choose an end date. Please also note that it is not necessary to set a Start Date.

Edit - AZA Animal Program Individual

program type: TAG

animal program: Gruiformes TAG

individual: Bear-Hull

role: Institutional Representative

start date:

end date:

note:

Save Delete Cancel

4. Automated emails detailing IR changes will be sent to the appropriate Program Leaders so that they can update their Animal Program IR lists.

Designating an IR

1. Click on the [Add](#) link in the very right of the gray **Institutional Representatives** heading box. Please be sure that you are not in the Organization Staff Roster section.

Institutional Representatives				Export List	Add	
1	2	3	4	5	6	7
First Name	Last Name	Program Name	Program Type			
Donna	Bear-Hull	Gruiformes TAG	TAG	Edit		
Donna	Bear-Hull	Columbiformes TAG	TAG	Edit		
Donna	Bear-Hull	Bustard, Kori SSP	SSP	Edit		
Donna	Bear-Hull	Charadriiformes TAG	TAG	Edit		
Donna	Bear-Hull	Turaco and Cuckoo TAG	TAG	Edit		
Donna	Bear-Hull	Ratite and Tinamiformes TAG	TAG	Edit		
Donna	Bear-Hull	Ibis, Hadada SSP	SSP	Edit		
Donna	Bear-Hull	Bat TAG	TAG	Edit		
Donna	Bear-Hull	Ciconiiformes and Phoenicopteriformes TAG	TAG	Edit		
Mark	Beshel	Frog, Panamanian Golden SSP	SSP	Edit		
Geneve	Darnell	Pudu, Chilean Studbook	Studbook	Edit		
Geneve	Darnell	Parrot TAG	TAG	Edit		
Geneve	Darnell	Pelecaniformes TAG	TAG	Edit		
Geneve	Darnell	Penguin TAG	TAG	Edit		
Geneve	Darnell	Toucan, Chestnut Mandibled SSP	SSP	Edit		

2. Select a Program Type (TAG, SSP, Red Studbook) from the first dropdown. This serves as a filter for the next dropdown.

Add - AZA Animal Program Individual

program type: TAG

animal program:

individual:

role: Institutional Representative


start date: 06/19/2012

end date:

note:

Save Cancel

3. Select the specific Animal Program from the Animal Program dropdown. If you do not see the Animal Program that you are looking for, please be sure that another individual is not assigned to this Animal Program. If someone else is assigned, please remove them from their role by deleting them from the appropriate program (instructions above). This dropdown only shows available Animal Programs with no IR designated from your Institution.

4. Choose the new IR from the Individual dropdown.
 - a. If an individual that you want to add as an IR is not included in this dropdown, please email database@aza.org with the contact information for this individual so that a new record may be created.
 - b. If you notice that an individual is included in this dropdown that is no longer at your institution, please email database@aza.org with the name of the individual so that they may be removed from the staff roster.
5. You may set the Start Date as the date that you make these additions to your IR list, but it is not necessary.
6. If you add a note in the field as you designate an IR, please keep in mind that it is for your use only. You do not need to add a note to this record. If you do add a note, it will not show up in the Excel file or the IR list. You must click the Edit link again in order to view the note.
7. Click  .
8. Automated emails detailing IR changes will be sent to the appropriate Program Leaders so that they can update their Animal Program IR lists.
9. The tabs at the top of the page will direct you to the main areas of www.aza.org. You may return to My AZA by clicking on the “My AZA” link under your name in the top right corner of the page.

Please note that after 20 minutes of inactivity, the system will log off and you will have to sign in again in order to view certain links, documents, and contact information.