

# Change contact email for program inquiries

## Issue:

Current administrator is flooded with several emails from inquirers and would like to change the contact information for inquiries.

## Solution:

Additional program administrators can be added to the program which would also receive the inquiry emails and therefore spread workload amongst the program administrators.

To learn how to add additional program administrators or change the current program administrator, please refer to the following article from the Mentor Connector user guide:

### **Organization Administrators & Program Administrators**

Note: While the removed program administrator can still sign in, they will no longer have administrator privileges attached to their account once this change is confirmed. The new contact information will become the program administrator so please ensure that email/user account is secure.

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