

Manage Institution Profile

Follow the steps mentioned below to access the institution folder:

1. Login to PAMS using your credentials.
2. Click the **Institutions** tab on the top of the screen.
3. The *Institutions* tab displays all of the institutions to which you are registered. Choose the institution and click the **Actions/Views** link followed by **Institution Folder**.
4. To Manage Institution profile choose the Institutions section. To Manage Submissions choose the Awards section.

Manage Institution Profile

You can view/update the institution profile in PAMS. Editing the institution profile requires you to have the Manage Institution privilege for the institution. If you registered to PAMS as the Administrative SRO, you will be assigned these privileges by default. If you do not have Manage Institution privileges, you will be able to only view the institution profile. Follow the steps mentioned below to view/edit the institution profile:

1. If you are assigned Manage Institution privileges then click on Update Profile link. Otherwise click on View Profile.
2. If you have the Manage Institution privileges and wish to update the institution profile, click on the pencil icon, update the necessary information and click on Save and Continue button.
3. If you do not have the privileges to Manage Institution, you will be able to only view the Institution Profile. Clicking on Continue button on the screen will navigate you back to the Institutions tab screen.