Updating Tuition Exchange Liaison Officer

Use this guide when updating primary or secondary TELO information.

TE Central primary membership contact is Janet Dodson

[jdodson@tuitionexchange.org](mailto:jdodson@tuitionexchange.org) or 402.418.1081 central time zone



Outgoing TELO

Share TE login credentials

Update TELO name, phone number and e-mail address

Update any printed or web materials

Forward TE Central email to new TELO



New TELO

Confirm TELO information is accurate

Set-up access and email so that TE Central

email is not considered spam. Typically from [telo@lists.tuitionexchange.org](mailto:telo@lists.tuitionexchange.org)

 Items to confirm

Institutional profile is complete

Provide both a primary and secondary TELO

Confirm the Annual Report is accurate

Approve or Reject any outstanding TE

applications

Consider attending monthly TE webinars

Share TE membership information with staff and employees

TE Central contact information

www.tuitionexchange.org

Bob Shorb – [rshorb@tuitionexchange.org](mailto:rshorb@tuitionexchange.org)

Kristine Lev – [klev@tuitionexchange.org](mailto:klev@tuitionexchange.org)