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 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

 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

Kristine Lev – klev@tuitionexchange.org