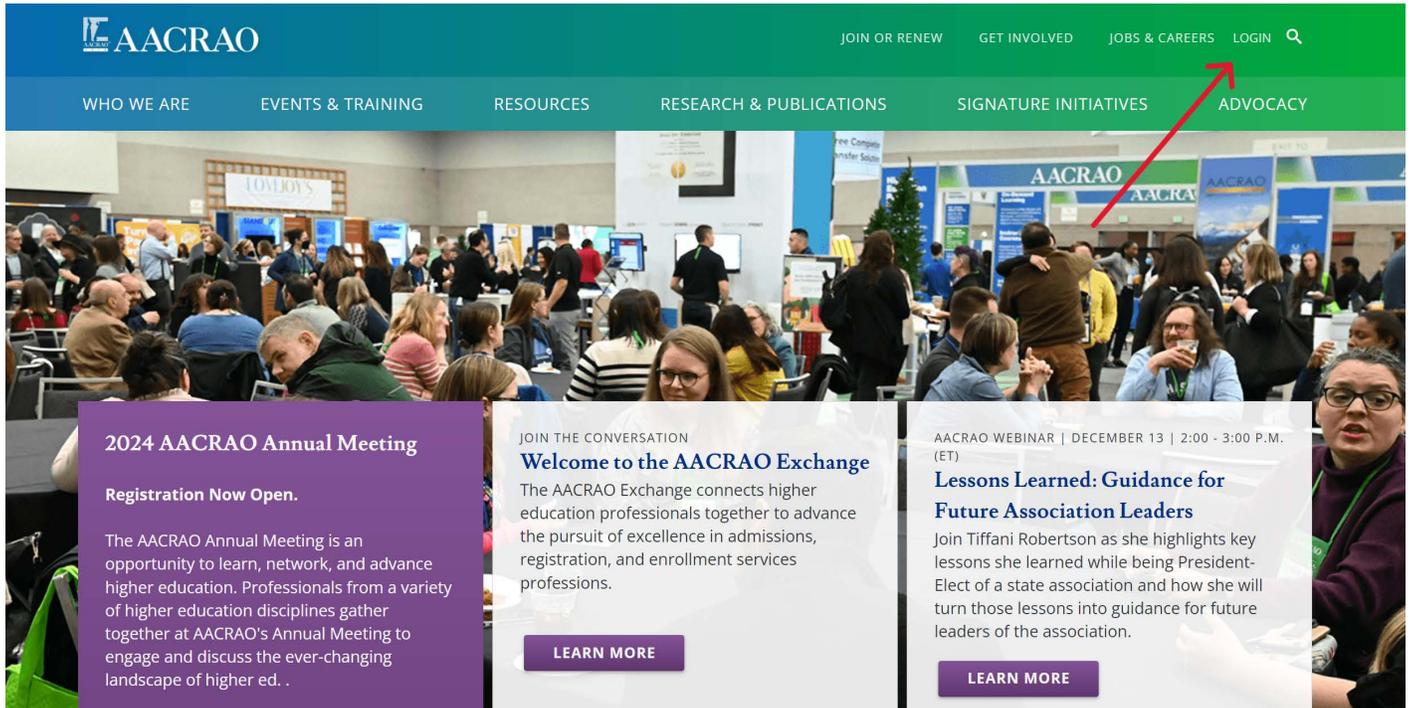


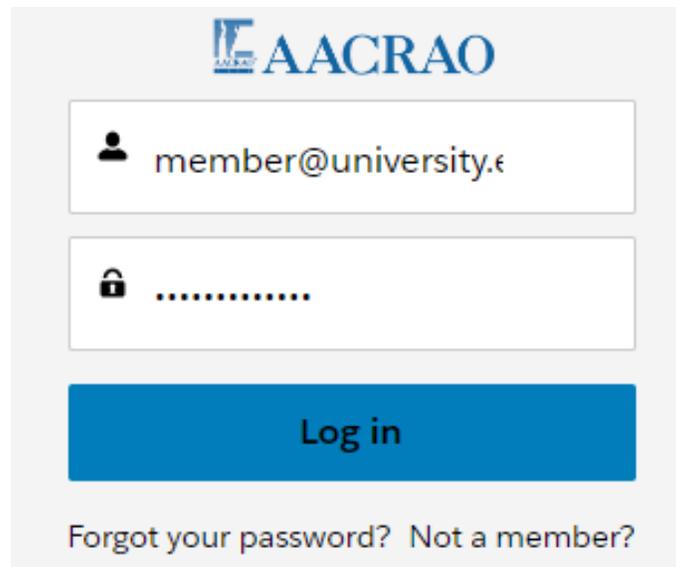
How to view and update your online roster

Primary Contacts are the only roster members with access to make changes to the online roster

Step 1: Log in to your account through the AACRAO homepage. Your username should be your work email.



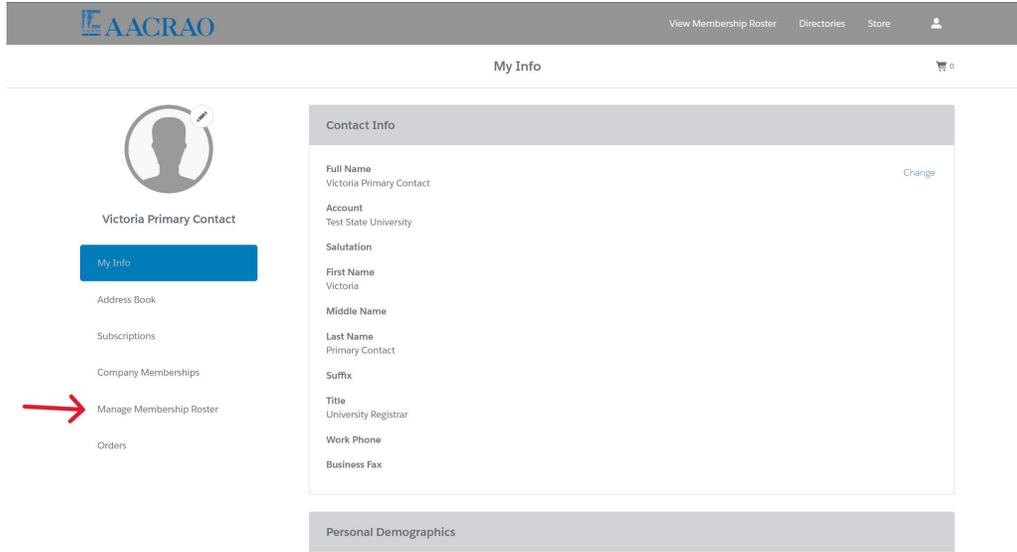
The screenshot shows the AACRAO homepage. The top navigation bar is green and contains the AACRAO logo on the left and the following links: JOIN OR RENEW, GET INVOLVED, JOBS & CAREERS, LOGIN, and a search icon. Below this is a secondary navigation bar with links: WHO WE ARE, EVENTS & TRAINING, RESOURCES, RESEARCH & PUBLICATIONS, SIGNATURE INITIATIVES, and ADVOCACY. A red arrow points from the ADVOCACY link to the LOGIN link in the top bar. The main content area features a large background image of a busy conference hall. Three promotional cards are overlaid on the image: 1. A purple card for the '2024 AACRAO Annual Meeting' with the text 'Registration Now Open.' and a description of the event. 2. A white card titled 'Welcome to the AACRAO Exchange' with a 'LEARN MORE' button. 3. A white card for an 'AACRAO WEBINAR | DECEMBER 13 | 2:00 - 3:00 P.M. (ET)' titled 'Lessons Learned: Guidance for Future Association Leaders' with a 'LEARN MORE' button.



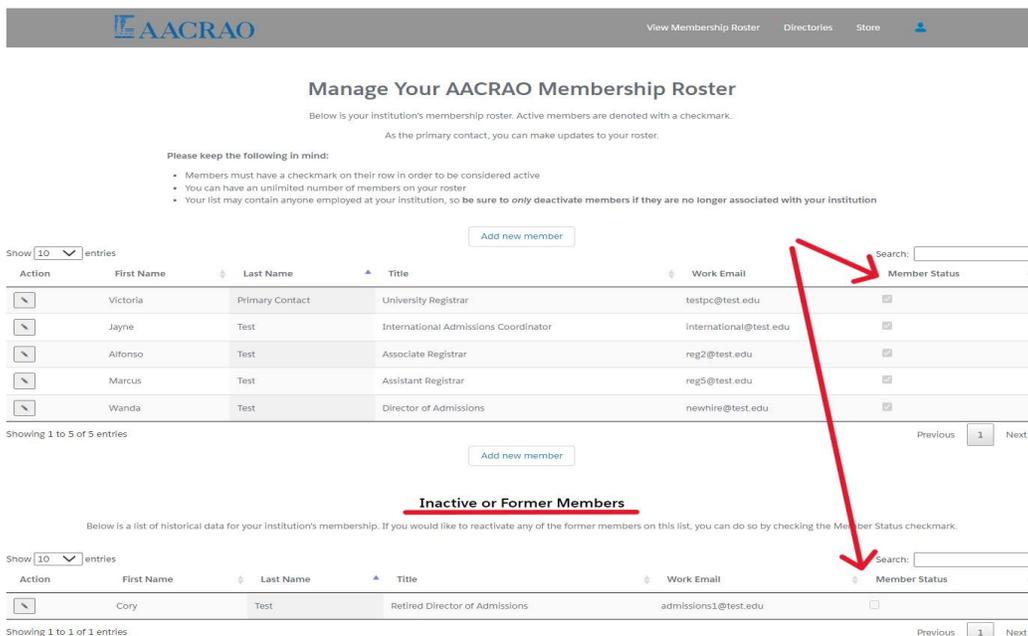
The screenshot shows the AACRAO login form. At the top is the AACRAO logo. Below it are two input fields: the first for the username, containing 'member@university.e', and the second for the password, containing a series of dots. A blue 'Log in' button is positioned below the password field. At the bottom of the form, there is a link that reads 'Forgot your password? Not a member?'.

Step 2: After logging in, you will be taken to your personal Profile page. From there you can select the "Manage Membership Roster" tab on the left to view and make changes to your institution's membership roster.

If you do not see this option, then your annual membership has not yet been renewed



Step 3: This page shows all of your institution's contacts in AACRAO's system. Notice that there are two sections with the bottom one being labeled "Inactive or Former Members." If an individual has a check mark in the right most column, then their membership status is active and they will appear in the top section. If the check box is unmarked, then that individual is eligible for member benefits, but they are not currently active and will appear in the bottom.



Step 4: In order to edit a contact for an individual that's already in the system, including changing their "Member Status" checkbox, simply click on the pencil icon next to the individual's name.

Manage Your AACRAO Membership Roster

Below is your institution's membership roster. Active members are denoted with a checkmark.
As the primary contact, you can make updates to your roster.

Please keep the following in mind:

- Members must have a checkmark on their row in order to be considered active
- You can have an unlimited number of members on your roster
- Your list may contain anyone employed at your institution, so be sure to *only* deactivate members if they are no longer associated with your institution

Show entries

Action	First Name	Last Name	Title	Work Email	Member Status
	Victoria	Primary Contact	University Registrar	testpc@test.edu	<input checked="" type="checkbox"/>
	Jayne	Test	International Admissions Coordinator	international@test.edu	<input checked="" type="checkbox"/>
	Alfonso	Test	Associate Registrar	reg2@test.edu	<input checked="" type="checkbox"/>
	Marcus	Test	Assistant Registrar	reg5@test.edu	<input checked="" type="checkbox"/>
	Wanda	Test	Director of Admissions	newhire@test.edu	<input checked="" type="checkbox"/>

Showing 1 to 5 of 5 entries

Inactive or Former Members

Below is a list of historical data for your institution's membership. If you would like to reactivate any of the former members on this list, you can do so by checking the Member Status checkmark.

Show entries

Action	First Name	Last Name	Title	Work Email	Member Status
	Cory	Test	Retired Director of Admissions	admissions1@test.edu	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Step 5: You can now make changes to any of the available fields. Remember, only contacts with a check in the "Member Status" box at the bottom will receive member benefits.

***Please only deactivate contacts if you know that they are no longer with your institution. AACRAO retains all contacts for historical data so your bottom list may show contacts that are no longer with your institution. ***

Manage Your AACRAO Membership Roster

Below is your institution's membership roster. Active members are denoted with a checkmark.

Please keep the following in mind:

- Members must have a checkmark on their row in order to be considered active
- You can have an unlimited number of members on your roster
- Your list may contain anyone employed at your institution, so be sure to *only* deactivate members if they are no longer associated with your institution

Show entries

Action	First Name	Last Name	Title	Work Email	Member Status
	Victoria	Primary Contact	University Registrar	testpc@test.edu	<input checked="" type="checkbox"/>
	Jayne	Test	International Admissions Coordinator	international@test.edu	<input checked="" type="checkbox"/>
	Cory	Test	Retired Director of Admissions	admissions1@test.edu	<input type="checkbox"/>
	Alfonso	Test	Associate Registrar	reg2@test.edu	<input checked="" type="checkbox"/>
	Marcus	Test	Assistant Registrar	reg5@test.edu	<input checked="" type="checkbox"/>
	Wanda	Test	Director of Admissions	newhire@test.edu	<input checked="" type="checkbox"/>

Showing 1 to 6 of 6 entries

Please contact membership@aacrao.org if you have any questions.

Edit Record

*First Name

*Last Name

*Title

*Work Email

Member Status

Step 6: An unlimited number of individuals can be added to your roster at no additional charge. To add someone, simply click on either of the "Add new member" buttons and then fill in the individual's information in the pop-up window. By default, the "Member Status" box is automatically checked for all new contacts.

Manage Your AACRAO Membership Roster

Below is your institution's membership roster. Active members are denoted with a checkmark.
As the primary contact, you can make updates to your roster.

Please keep the following in mind:

- Members must have a checkmark on their row in order to be considered active
- You can have an unlimited number of members on your roster
- Your list may contain anyone employed at your institution, so be sure to *only* deactivate members if they are no longer associated with your institution

Show 10 entries

Action	First Name	Last Name	Title	Work Email	Member Status
	Victoria	Primary Contact	University Registrar	testpc@test.edu	<input checked="" type="checkbox"/>
	Jayne	Test	International Admissions Coordinator	international@test.edu	<input checked="" type="checkbox"/>
	Alfonso	Test	Associate Registrar	reg2@test.edu	<input checked="" type="checkbox"/>
	Marcus	Test	Assistant Registrar	reg5@test.edu	<input checked="" type="checkbox"/>
	Wanda	Test	Director of Admissions	newhire@test.edu	<input checked="" type="checkbox"/>

Showing 1 to 5 of 5 entries

Inactive or Former Members

Below is a list of historical data for your institution's membership. If you would like to reactivate any of the former members on this list, you can do so by checking the Member Status checkmark.

Show 10 entries

Action	First Name	Last Name	Title	Work Email	Member Status
	Cory	Test	Retired Director of Admissions	admissions1@test.edu	<input type="checkbox"/>

Showing 1 to 1 of 1 entries

Add Record

* First Name

* Last Name

* Title

* Work Email

Cancel Save

If you have any issues during this process you can contact our office by phone at (202) 355-1040 or by email at membership@aacrao.org for further assistance.