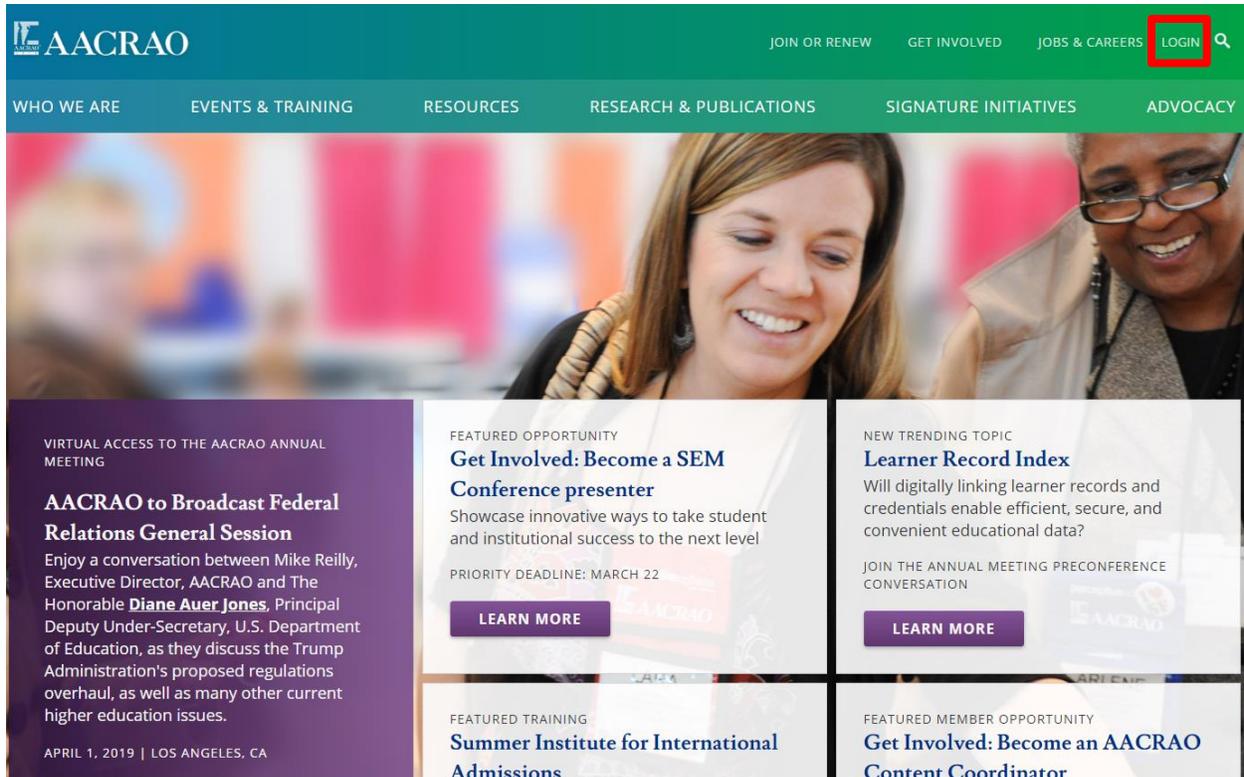


How to view and update your online roster

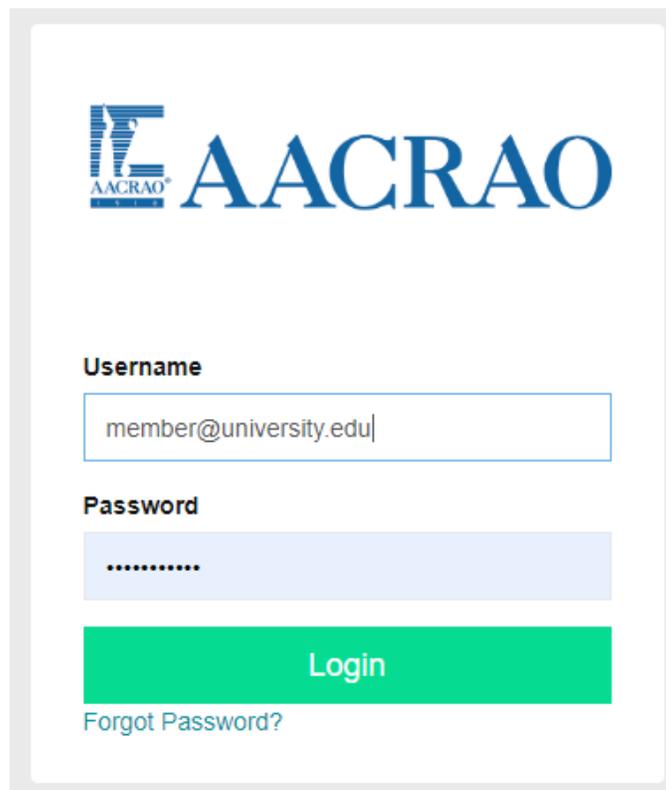
Primary Contacts are the only roster members with access to the online roster

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



The screenshot shows the AACRAO homepage with a green header. The AACRAO logo is on the left. Navigation links include: JOIN OR RENEW, GET INVOLVED, JOBS & CAREERS, LOGIN (highlighted with a red box), WHO WE ARE, EVENTS & TRAINING, RESOURCES, RESEARCH & PUBLICATIONS, SIGNATURE INITIATIVES, and ADVOCACY. Below the header is a banner image of two women smiling. The main content area features four promotional cards:

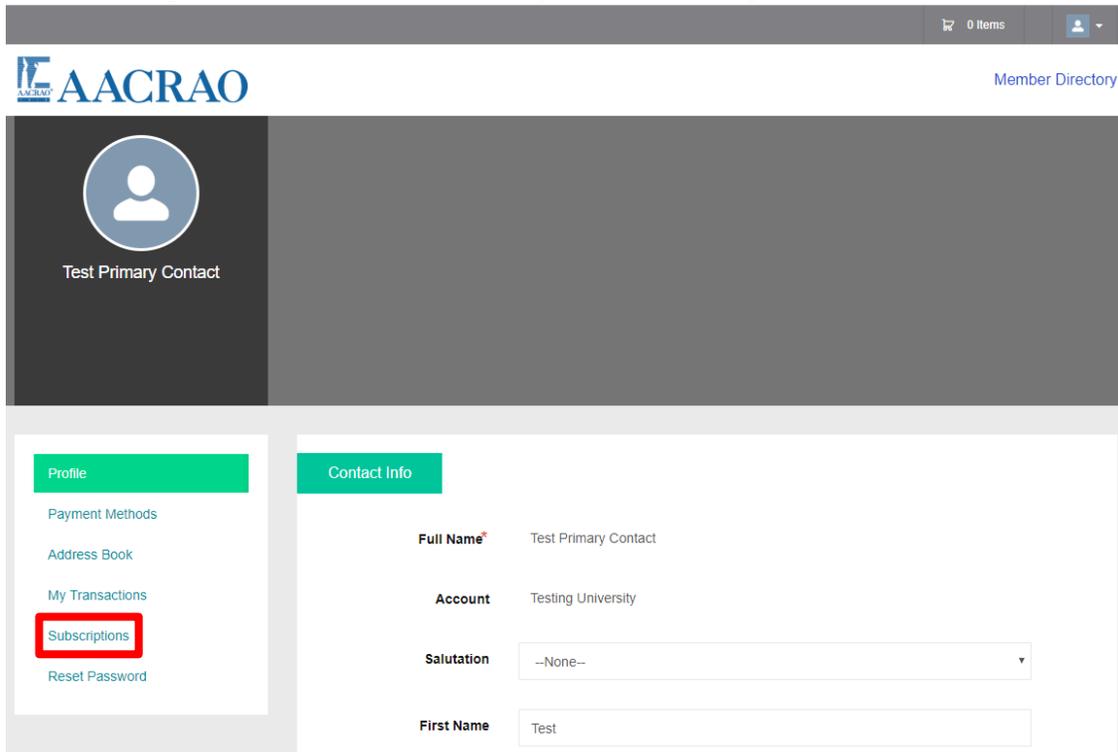
- VIRTUAL ACCESS TO THE AACRAO ANNUAL MEETING**
AACRAO to Broadcast Federal Relations General Session
Enjoy a conversation between Mike Reilly, Executive Director, AACRAO and The Honorable **Diane Auer Jones**, Principal Deputy Under-Secretary, U.S. Department of Education, as they discuss the Trump Administration's proposed regulations overhaul, as well as many other current higher education issues.
APRIL 1, 2019 | LOS ANGELES, CA
- FEATURED OPPORTUNITY**
Get Involved: Become a SEM Conference presenter
Showcase innovative ways to take student and institutional success to the next level.
PRIORITY DEADLINE: MARCH 22
[LEARN MORE](#)
- NEW TRENDING TOPIC**
Learner Record Index
Will digitally linking learner records and credentials enable efficient, secure, and convenient educational data?
JOIN THE ANNUAL MEETING PRECONFERENCE CONVERSATION
[LEARN MORE](#)
- FEATURED TRAINING**
Summer Institute for International Admissions
- FEATURED MEMBER OPPORTUNITY**
Get Involved: Become an AACRAO Content Coordinator



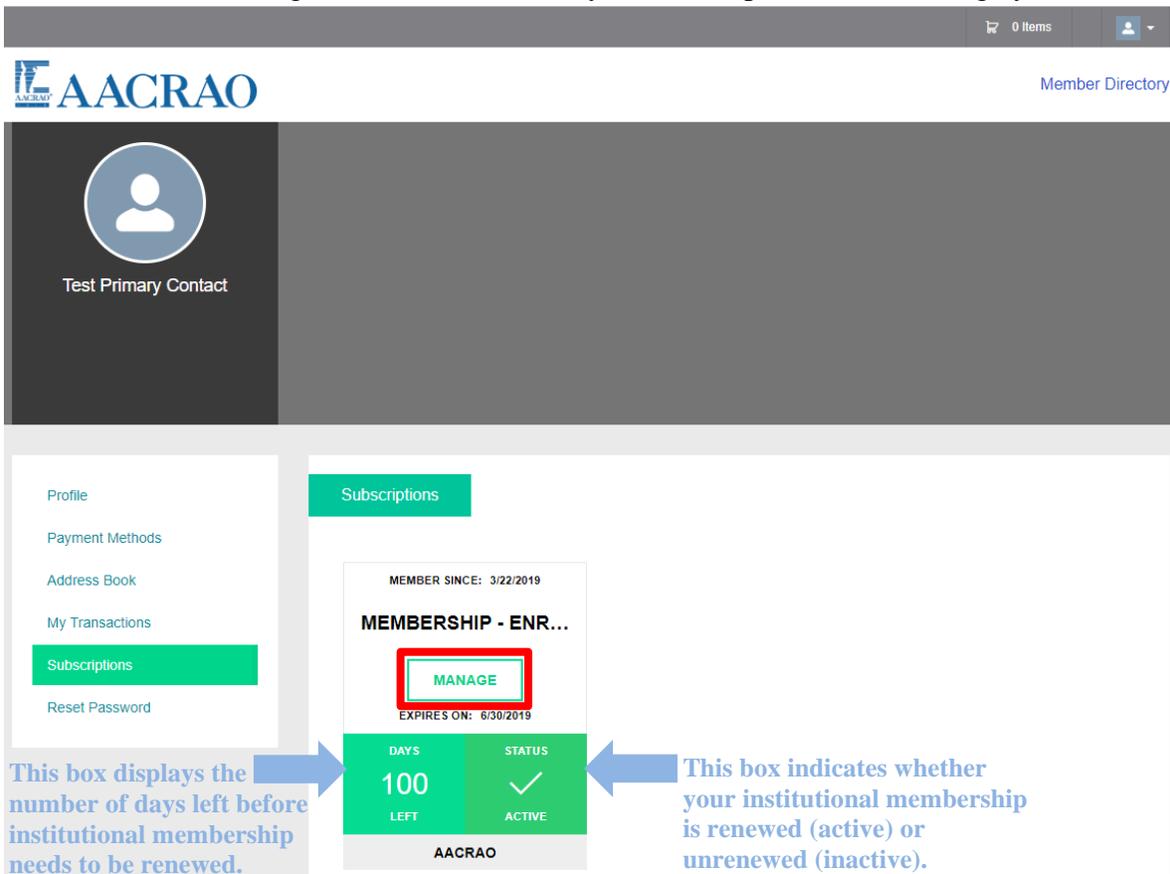
The screenshot shows the AACRAO login page with the AACRAO logo at the top. Below the logo are the following fields and elements:

- Username**
- Password**
- [Login](#) (green button)
- [Forgot Password?](#)

Step 2: After logging in you will be taken to your personal Profile page. From there you can select the Subscriptions tab on the left to view your membership information.



Step 3: This page shows whether your annual membership is renewed or unrenewed (see blue arrows). Select the Manage button found within your subscription box to manage your roster.



Step 4: All active roster members have a green checkmark next to their name. If you would like to mark someone as an active member, select the gray checkmark next to their name to assign them to the roster. This will change the checkmark color to green, marking the individual's status as active. When all purchased roster spots are full, no one else can be added and no more gray checkmarks will appear until another membership spot is purchased or made available.

Membership - Enrollment 1,000 to 2,499
 STATUS: ACTIVE
 EXPIRES ON: 6/30/2019

Manage Members

Assign Members : Membership - Enrollment 1,000 to 2,499
 2 of 3 Members Assigned

View : All +Add New Member

Assign	Full Name	Account Name	Email	Role
<input checked="" type="checkbox"/>	Test Primary Contact	Testing University	testtest@aacrao.org	Assignment
<input type="checkbox"/>	Test Member 3	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 2	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 1	Testing University	testtest@aacrao.org	Roster Member

Total Records 4 - Showing Page 1

Make sure there are open spots before adding a member.

Membership - Enrollment 1,000 to 2,499
 STATUS: ACTIVE
 EXPIRES ON: 6/30/2019

Manage Members

Assign Members : Membership - Enrollment 1,000 to 2,499
 3 of 3 Members Assigned Assignments complete

View : All +Add New Member

Assign	Full Name	Account Name	Email	Role
<input checked="" type="checkbox"/>	Test Primary Contact	Testing University	testtest@aacrao.org	Assignment
<input type="checkbox"/>	Test Member 3	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 2	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 1	Testing University	testtest@aacrao.org	Roster Member

Total Records 4 - Showing Page 1

This text appears when all of your available roster spots are filled.

Step 5: New members can be added to a roster with open spots available. Select the green +Add New Member button, fill out the following information section, then select the Save button.

The screenshot shows the AACRAO Member Directory interface. At the top, there is a navigation bar with the AACRAO logo and a 'Member Directory' link. Below the logo, there is a 'Manage Members' button. The main content area is titled 'Assign Members : Membership - Enrollment 1,000 to 2,499' and shows '2 of 3 Members Assigned'. A search bar and a '+ Add New Member' button are visible. The 'Add New Member' form is highlighted with a red box, containing fields for 'Test', 'Member 4', and 'testtest@aacrao.org', along with 'Cancel' and 'Save' buttons. Below the form is a table of assigned members with columns for 'Assign', 'Full Name', 'Account Name', 'Email', and 'Role'. The table lists four members: 'Test Primary Contact', 'Test Member 3', 'Test Member 2', and 'Test Member 1'. The 'Test Member 4' row is highlighted with a red box, and its 'Assign' checkbox is checked.

Assign	Full Name	Account Name	Email	Role
<input checked="" type="checkbox"/>	Test Primary Contact	Testing University	testtest@aacrao.org	Assignment
<input checked="" type="checkbox"/>	Test Member 3	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 2	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 1	Testing University	testtest@aacrao.org	Roster Member

After the information is submitted, the new member will appear on your roster with a gray checkmark. Make sure to select the checkmark next to the new member to mark them as active and turn the checkmark green.

The screenshot shows the AACRAO Member Directory interface after a new member has been added. The 'STATUS: ACTIVE' and 'EXPIRES ON: 6/30/2019' are displayed. The 'Assign Members : Membership - Enrollment 1,000 to 2,499' section shows '2 of 3 Members Assigned'. The '+ Add New Member' button is still visible. The table of assigned members now includes five members: 'Test Member 4', 'Test Primary Contact', 'Test Member 3', 'Test Member 2', and 'Test Member 1'. The 'Test Member 4' row is highlighted with a red box, and its 'Assign' checkbox is checked and turned green.

Assign	Full Name	Account Name	Email	Role
<input checked="" type="checkbox"/>	Test Member 4	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Primary Contact	Testing University	testtest@aacrao.org	Assignment
<input checked="" type="checkbox"/>	Test Member 3	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 2	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 1	Testing University	testtest@aacrao.org	Roster Member

AACRAO Member Directory
 STATUS: ACTIVE
 EXPIRES ON: 6/30/2019

Manage Members
 Assign Members : Membership - Enrollment 1,000 to 2,499
 3 of 3 Members Assigned | Assignments completed!

Assignment Manager = primary contact
 Roster Member = regular contact

Assign	Full Name	Account Name	Email	Role
<input checked="" type="checkbox"/>	Test Member 4	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Primary Contact	Testing University	testtest@aacrao.org	Assignment
<input type="checkbox"/>	Test Member 3	Testing University	testtest@aacrao.org	Roster Member
<input type="checkbox"/>	Test Member 2	Testing University	testtest@aacrao.org	Roster Member
<input checked="" type="checkbox"/>	Test Member 1	Testing University	testtest@aacrao.org	Roster Member

Total Records 5 - Showing Page 1

Notes:

As of 2018, AACRAO no longer supports billing contacts. All invoices will be sent to the primary contact. Additional membership purchases cannot be completed through the online roster management system. All additional membership payments must be submitted to the Membership department via the Additional Membership form available here: <https://www.aacrao.org/join-or-renew/all-membership-forms/>

If you have any issues during this process you can contact our office by phone at (202) 355-1050 or by email at membership@aacrao.org for further assistance.