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.
**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. If the individual has a check mark in the right most column, then their membership status is active. If the check box is unmarked, then that individual is eligible for member benefits, but they will not receive them until their membership is activated by checking the box.
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.

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 are positive that they are no longer with your institution*
**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.

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.