

How do I update my institutional membership roster?

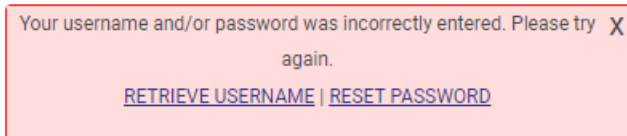
The institutional dues to RMACRAO cover all of the employees at your College or University. There is no limit to the number of members you can have on your institutional membership roster.

Only the Key Contact for the institution has the ability to update the institutional membership roster. The Key Contact is also the individual who receives the annual renewal invoice. You can have up to 2 Key Contacts per institution.

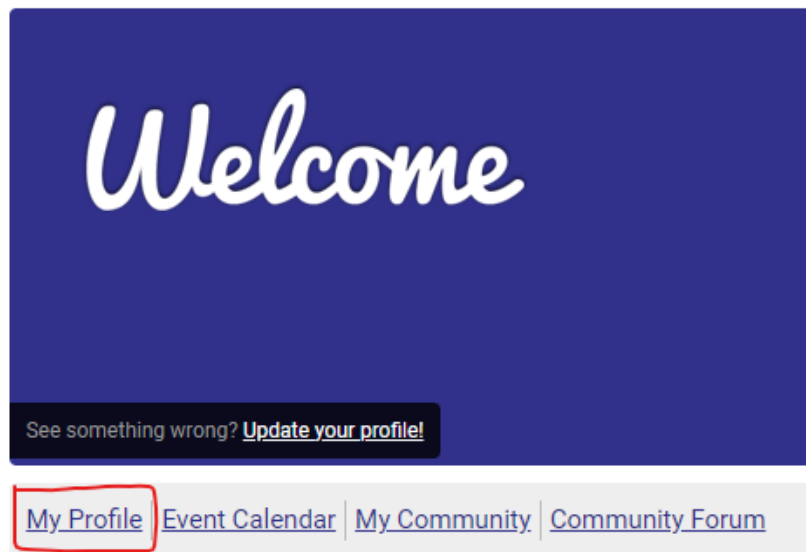
Go to **RMACRAO.org**. Login (your username is your email) in the upper right corner.

A login form with two input fields labeled "Username" and "Password". Below the "Username" field is a checkbox labeled "Keep me logged in". To the right of the "Password" field is a "Log In" button.

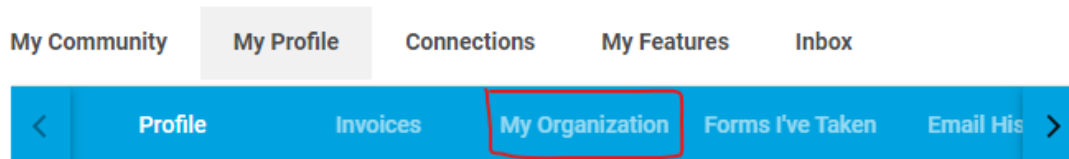
If you have not set up a password (or have forgotten your password), simply leave the fields blank and select Login. Use the option to reset the password which will send you an email message.



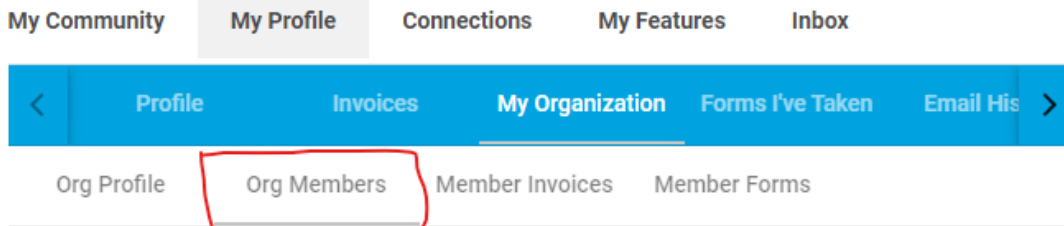
After logging in, you will see a Welcome page. Select the **My Profile** link under the welcome.



When your profile appears, you may choose to update your own profile information or update your organization data by selecting **My Organization**.



After selecting My Organization another menu will appear. This menu provides an opportunity to update your institutional logo, review and pay your invoice, and update your institutional rosters. To update your institutional roster, select **Org Members**.



To remove a member from your roster, hover over that person's name and choose Unlink. You can also make changes to your institutional key contacts, by sliding the bar on or off.



And finally, you can **add new individual members**, by selecting **Create Linked Profile**. All you need is a name and email. Username will be the full email address of that individual. Once created, your new members can login and update their own profile. To get started they can leave the login blank and select reset password.

CREATE LINKED PROFILE

Create Profiles

Username

Username

Full Name

First Name

Last Name

Email

Email

CANCEL

SAVE

SAVE AND ADD ANOTHER