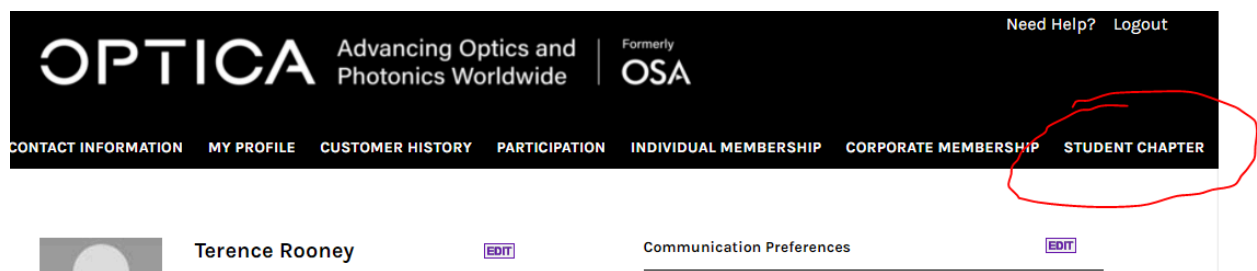# Using the Member Management Portal For Updating Roster and Contact Info

Step 1 – login to your Optica account (account.optica.org)

Step 2 – Select 'Student Chapter'

Step 3 – If you encounter see the screen below and can't access the Student Chapter area, this means you are not listed as a chapter officer. Contact studentchapters@optica.org with your chapter name and/or code, the issue, and what your role in the chapter is. We will then add you and you can continue onto the other steps listed here.

You are not currently a student chapter member.

Optica encourages you to join a student chapter affiliated with the university you attend. If you are currently a student and want to join a student chapter, complete the form below.

Your selection will be provided to the chapter officers for approval. The chapter officers will verify that you are a student at the host institution and are eligible to join before accepting your request.

* Required field

Country	UNITED STATES
State	
Chapter	Select One
Term End Date *	

If your university is not represented in this list, please contact studentchapters@optica.org for information on starting a student chapter.

Save

Step 4 – Review the 'Chapter Information' section. Click 'edit' or 'add' to update information.

- Make sure chapter name reflects Optica
- Make sure mailing address is correct
- Confirm email alias – this should be accessible by all of your officers
- Add any websites or social media sites your chapter has

Chapter Information

Contact Information EDIT		General	
Chapter Name:	OSA Chapter at Univ. of Central Florida	Affiliated Organizations:	University of Central Florida, CREOL
Mailing Address:	OSA Chapter at Univ. of Central Florida CREOL, The University of Central Florida 4304 Scorpius St Orlando FL 32816	Chapter Code:	UCF
Chapter Email:	osachapter.ucf@gmail.com	Chapter Status:	Approved

Websites		PRIMARY	ADD
business:	http://osa.creol.ucf.edu/	✓	EDIT

Step 5 – Review the 'Advisor' section. Click 'edit' or 'add' to update information.

Step 6 – Review the 'Member' section (do this before you update Officers). Click 'edit' or 'add' to update information.
- Make sure you edit any members with "Pending" status and switch them to the appropriate status
- All officers must be listed in the member section before you add them as officers

Step 7 – Review the 'Officer' section. Click 'edit' or 'add' to update information.
- All officers must be listed in the member section before you add them as officers