

New Member Onboarding Guide

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Welcome to NACAS!

Thank you for joining NACAS! We are so happy to have you as a member. This quick Onboarding Guide was created to help you have a basic understanding of how to log into and use your profile before you access members-only NACAS tools and resources. If you have any questions about NACAS or how to best take advantage of your benefits, please do not hesitate to reach out to our Member Services Team.



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For Roster Members

To access member benefits, login to nacas.org by clicking the **Login** link in the top right of the nacas.org homepage. Your username is your email address.



Once logged in, you will be taken to your **personal profile page** where you can add your personal contact information and other information for your contact record.

A screenshot of the NACAS personal profile page. At the top is a green navigation bar with links for Member Benefits, +Add Contact, NACAS Marketplace, Events, Business Partners, Regions, and About. Below the navigation bar is a dark purple vertical bar on the left and the text "Institution Profile" in the center. A circular profile picture of a woman is displayed below the text. Underneath the profile picture is a dark grey button labeled "Contact Information". Below this button are four form fields: "Salutation" with a dropdown menu showing "--None--", "Title" with the text "Director, Student Union and Event Services", "First Name" with a red asterisk and a green bar, and "Last Name" with a red asterisk and a green bar.

The green navigation menu above your profile is your gateway to member benefits. Click **Member Benefits** to explore all benefits. Click **NACAS Marketplace** to view a drop down menu of areas of the Marketplace and click to access. The **+Add Contact** button allows any active roster member to add a new contact to the member roster.

A screenshot of the NACAS personal profile page's navigation bar. It is a solid green horizontal bar with white text links for Member Benefits, +Add Contact, NACAS Marketplace, Events, Business Partners, Regions, and About. Below the navigation bar is the text "Institution Profile" centered.

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For Primary Contacts

Each membership is designated a **primary contact** who is responsible for managing the NACAS membership for their institution. Primary contacts have access to additional features when logged in to nacas.org including **extended profile**, **roster editing**, and **membership renewal**.

Extended Profile

Located below your personal profile, the **extended profile** is filled out for your institution and information entered here will populate to your institutional profile as part of the **Marketplace Institution Exchange**. You can upload a logo, operational information, social media links, and an organizational chart.

Extended profile

By electing to provide selections for the Operating Budget and Annual Revenue data fields below, you are agreeing to display this information on your respective institution's Marketplace profile page where it may be visible to other registered users.

Logo



Choose File No file chosen

Delete

Account Name

Fort Lewis College

Roster Editing

By navigating to the **Roster** section of the left navigation menu next to your personal profile, the primary contact has the ability to holistically edit the roster for the institution. This includes **updating titles** and **contact information** as well as marking contacts as **inactive** or **retired**. You can edit a contact by clicking the green edit box for their record. Should you wish to designate another individual to have roster editing access, simply endorse the check box for **Edit Roster Permission** next to their name. (Picture example on the next page)

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First Name	Last Name	Title	Work Phone	Email	Status	Edit Roster Permission	Edit
[REDACTED]	[REDACTED]	Campus Card Manager	[REDACTED]	[REDACTED]	Active	<input type="checkbox"/>	Edit
[REDACTED]	[REDACTED]	Technical Services Coordinator	[REDACTED]	[REDACTED]	Active	<input type="checkbox"/>	Edit
[REDACTED]	[REDACTED]	AVP for Finance and Administration	[REDACTED]	[REDACTED]	Active	<input type="checkbox"/>	Edit

Online Membership Renewal

Primary contacts have access to renew the membership online with a credit card. Navigate to the Memberships section of the left navigation menu and you will see a membership display that indicates days remaining for membership and a Renew button to begin the renewal process. Click Renew to walk through the renewal steps. Please note: the system will display the highest membership price first, but will calculate your institution's correct membership price as you move through the steps to checkout.

MEMBER SINCE: 7/1/2000

INSTITUTIONAL MEMBERS...

EXPIRES ON: 7/31/2020

DAYS