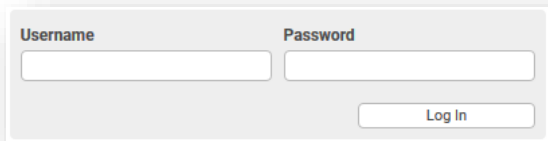


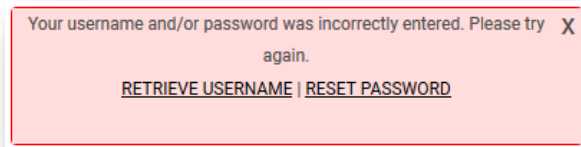
How do I update my institutional membership roster?

Note: 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 **CACRAO.org**. Login (your username is your email) in the upper right corner. If you have not set up a password, simply leave the fields blank and select Login.



A login form with two input fields labeled 'Username' and 'Password'. Below the fields is a 'Log In' button.



An error message box with a red border. The text reads: 'Your username and/or password was incorrectly entered. Please try again.' Below the text are two links: 'RETRIEVE USERNAME' and 'RESET PASSWORD'.

After logging in, you will see a 'Hello, My Name Is' nametag. Below that nametag, you will see three options: Member Directory, My Profile, and Event Calendar



A user profile nametag with a dark blue background. The text reads: 'HELLO my name is Jonathan T. Reece University of North Carolina-Charlotte 08/24/2018'. Below the nametag is a link: 'See something wrong? Update your profile!'. At the bottom of the page are three links: 'Member Directory', 'My Profile', and 'Event Calendar'. 'My Profile' is circled in red.

Select **My Profile**.

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



A navigation bar with five tabs: 'My Community', 'My Profile', 'Connections', 'My Features', and 'Inbox'. Below the tabs are five links: 'Profile', 'Invoices', 'My Organization', 'Forms I've Taken', and 'Email His'. 'My Organization' is circled in red.

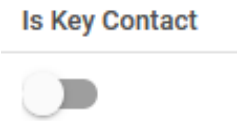
After selecting My Organization another menu will appear. This menu provides an opportunity to update your institutional logo, contact preferences, review your message history, review and pay your invoice, and update your institutional rosters.

To update your institutional roster, select **Org Members**.

From here, you can **Unlink** any individuals who are no longer associated with your institution. When you hover over a contact you will see the **VIEW** and **UNLINK** buttons appear. To remove a contact from your roster, click the **UNLINK** button.



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 to do this is a name and email. Username will also be the email. Once created, your new members can login and update their own profile.

