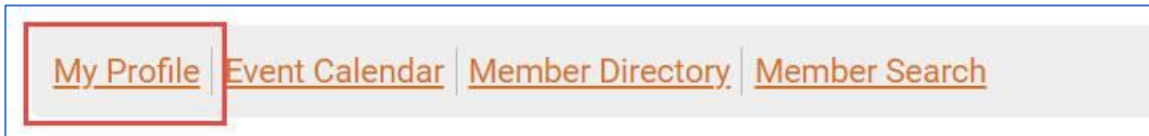
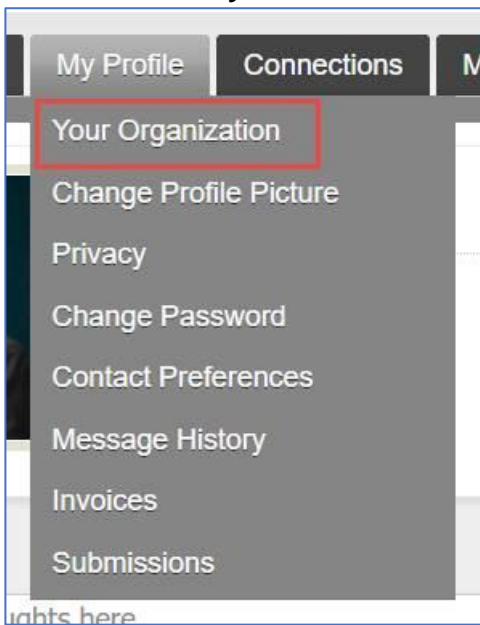


If you are currently a Key Contact on your Institution's profile page, and you wish to **add or remove members in your institution**, please follow these steps:

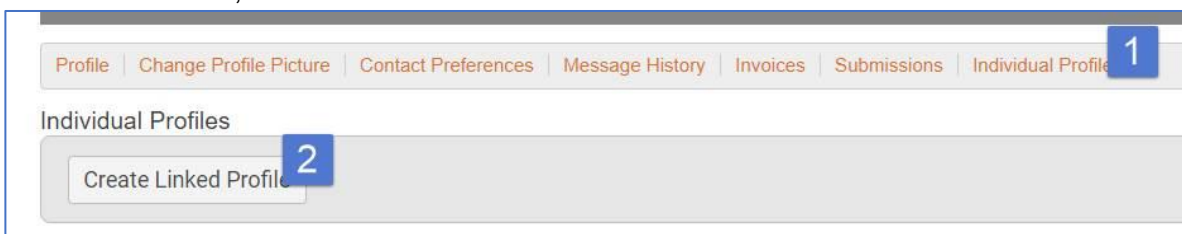
1. Log into www.aasfaa.org and click **My Profile**.



2. Hover over the **My Profile** tab and select **Your Organization**.



3. To add a member, select **Individual Profiles** and then **Create Linked Profile**.



4. To remove a member, select **Individual Profiles** and then **Unlink** next to the names of those needing to be removed.

Contact Name	Key Contact	Member Type	Unlink
<input type="text" value=".Fred Fafsa"/>	<input type="checkbox"/> OFF	Institutional Member	Unlink
<input type="text" value="Sally Grant"/>	<input checked="" type="checkbox"/> ON	Institutional Member	Unlink
<input type="text" value="Peter Pell"/>	<input type="checkbox"/> OFF	Institutional Member	Unlink

5. Key Contacts can also be assigned or unassigned through this page.