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](http://www.aasfaa.org) and click **My Profile**.

   ![My Profile screenshot](image1)

2. Select **My Organization** and then **Org Members**.

   ![Org Members screenshot](image2)
3. To edit a member’s information or to remove (unlink) them from your institution, hover over their row and click the appropriate button.

4. To add a member, select **Create Linked Profile**.
   **Important!** If your member was previously a member at another AZ institution, stop here! Send an email to contact@aasfaa.org to have their profile switched over. Adding a new one will create a duplicate.

5. Key Contacts can also be assigned or unassigned through this page by sliding that button On or Off next to the member’s name.