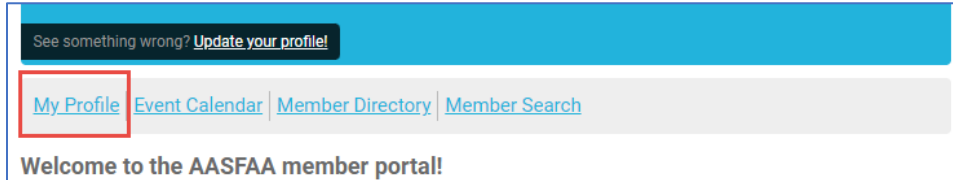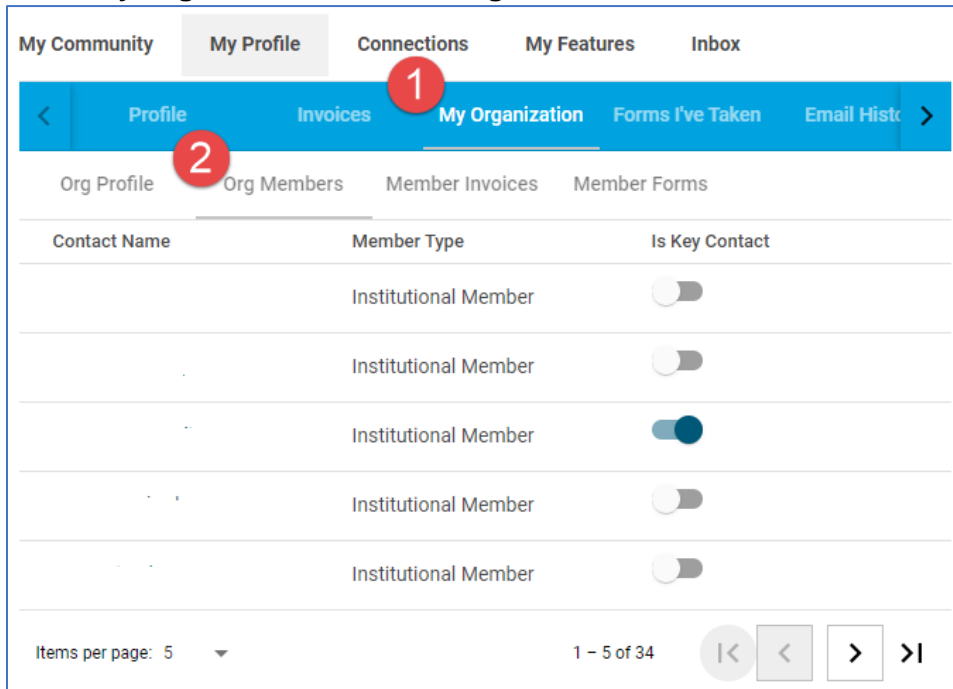If you are currently a Key Contact on your Institution's profile page, and you wish to **add or remove members in your institution**, please follow these steps:
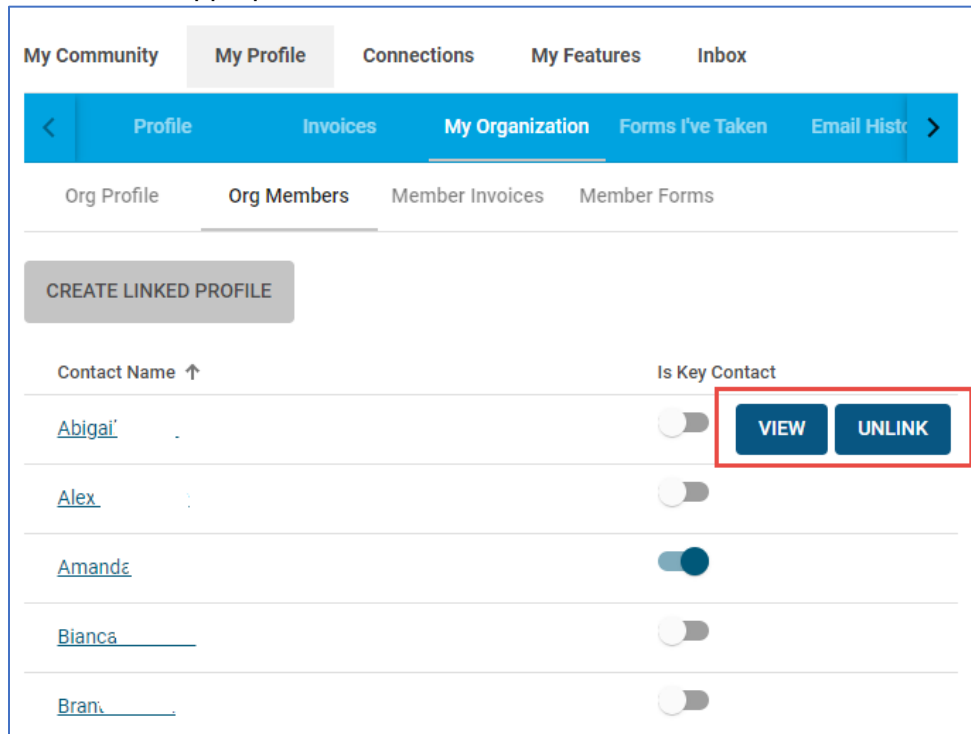
1. Log into www.aasfaa.org and click **My Profile**.

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

3. To edit a member's information or to remove (unlink) them from your institution, hover over their row and click the appropriate button.
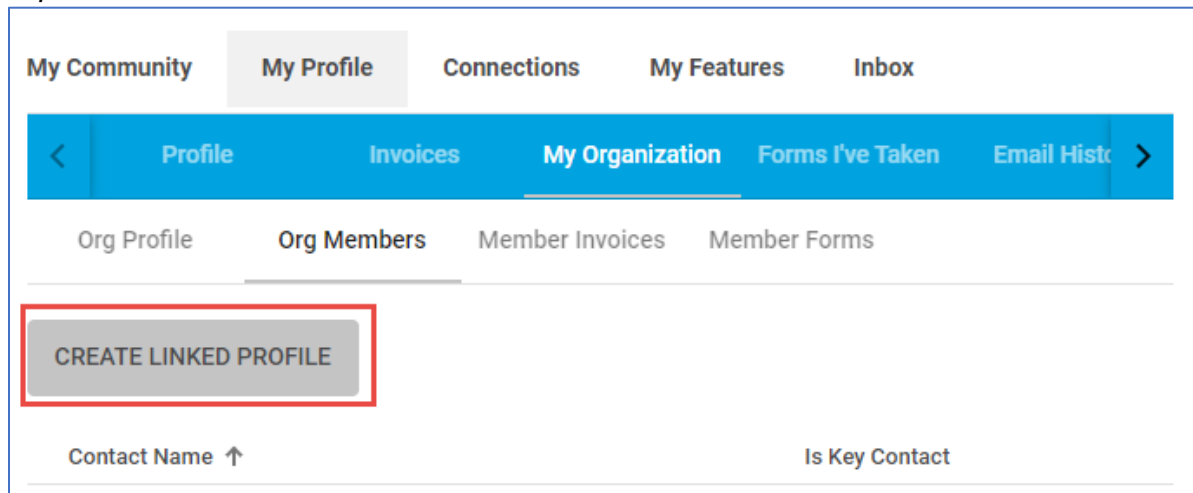

4. To add a member, select **Create Linked Profile**.
   Important! *If your member was previously a member at another AZ institution, **stop here**! Send an email to <u>contact@aasfaa.org</u> to have their profile switched over. Adding a new one will create a duplicate.*

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.