

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 <u>www.aasfaa.org</u> and click My Profile.

	See something wrong? Update your profile!							
My Profile Event Calendar Member Directory Member Search								
	Welcome to the AASFAA member portal!							

2. Select My Organization and then Org Members.

My Community	My Profile C	onnections M	y Features	Inbox	
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Org Profile	2 Org Members	Member Invoices	Member Fo	orms	
Contact Name	M	ember Type	Is	Key Contact	
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3. To edit a member's information or to remove (unlink) them from your institution, hover over their row and click the appropriate button.

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Org Profile	Org Members	Member Invoices	Member Forms	5		
CREATE LINKED PROFILE						
Contact Name ↑	•		Is Key	Contact		
<u>Abigai'</u>				VIEW	UNLINK	
Alex						
<u>Amanda</u>						
Bianca						
Bran.						

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.

My Community	My Profile	Connections	My Feature	es Inbox	
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Org Profile Org Members		rs Member Inv	voices Meml	ber Forms	
CREATE LINKED PROFILE					
Contact Name	٢			Is Key Contact	

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.