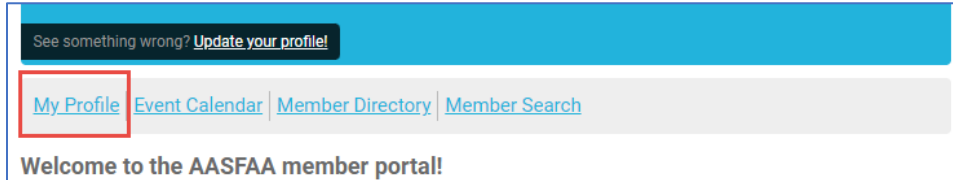
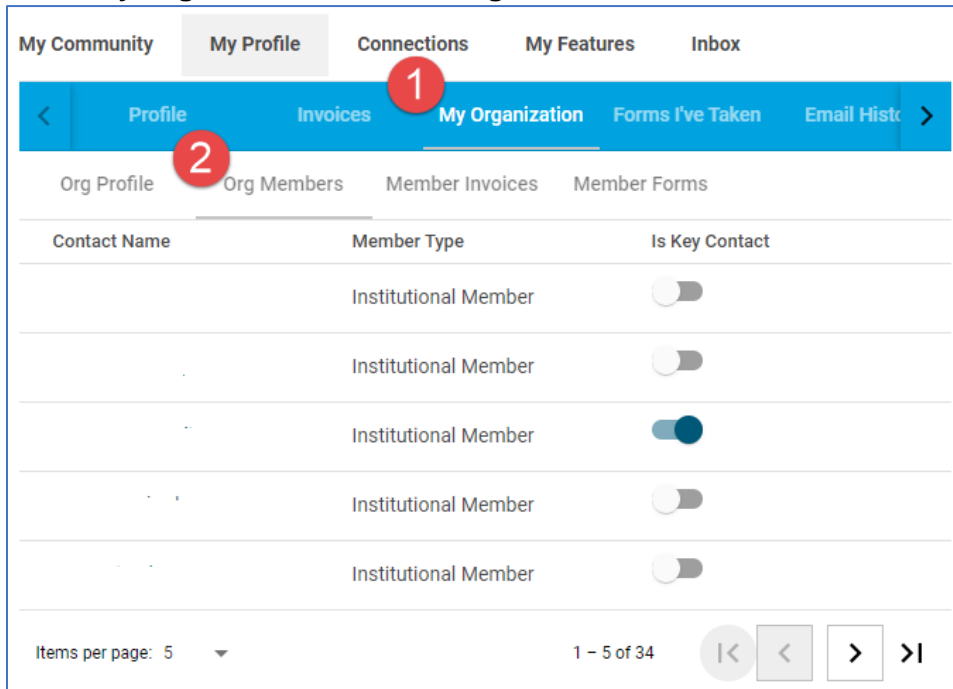


If you are currently a Key Contact on your Institution's profile page, and you wish to **add or remove members in your institution**, please follow these steps:

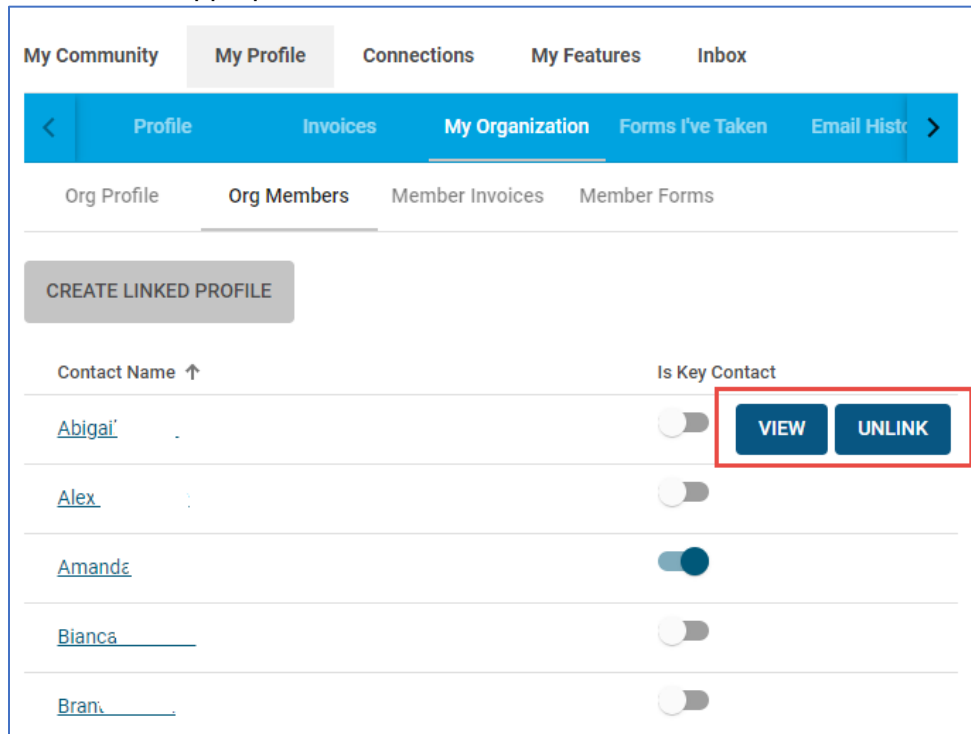
1. Log into www.aasfaa.org and click **My Profile**.



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.

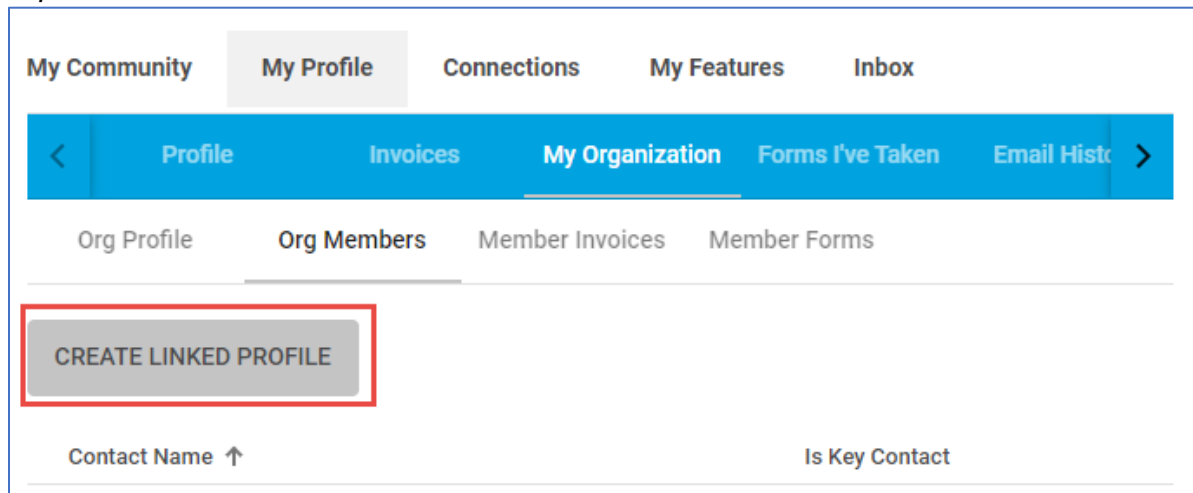


The screenshot shows the 'My Organization' page with a list of members. The 'UNLINK' button for the first member, Abigail, is highlighted with a red box. The 'VIEW' button is also visible next to it.

Contact Name ↑	Is Key Contact	VIEW	UNLINK
Abigail	<input type="checkbox"/>	VIEW	UNLINK
Alex	<input type="checkbox"/>		
Amanda	<input checked="" type="checkbox"/>		
Bianca	<input type="checkbox"/>		
Bran	<input type="checkbox"/>		

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.



The screenshot shows the 'My Organization' page with the 'CREATE LINKED PROFILE' button highlighted with a red box. The button is located at the top of the member list area.

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.