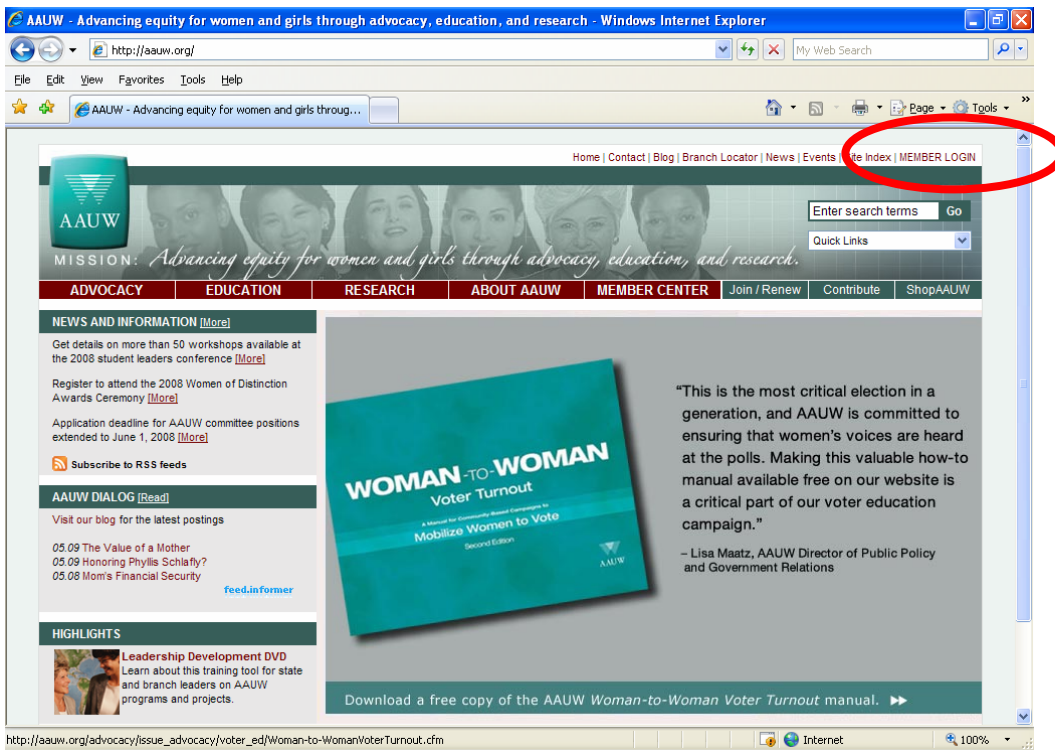# ADDING NEW OFFICERS FOR 2008-2009

1. Before doing anything – if you are not sure that the Association has your correct e-mail address, please check with the AAUW-NYS Communications Director (communications@aauw-nys.org).

2. Go to www.aauw.org . Click on MEMBER LOGIN in the far upper right corner of the page.

3. The AAUW MEMBER LOGIN page will display. Enter your member number and click the "LOGIN" button. If you do not know your member number, please see appendix A (pg 7).
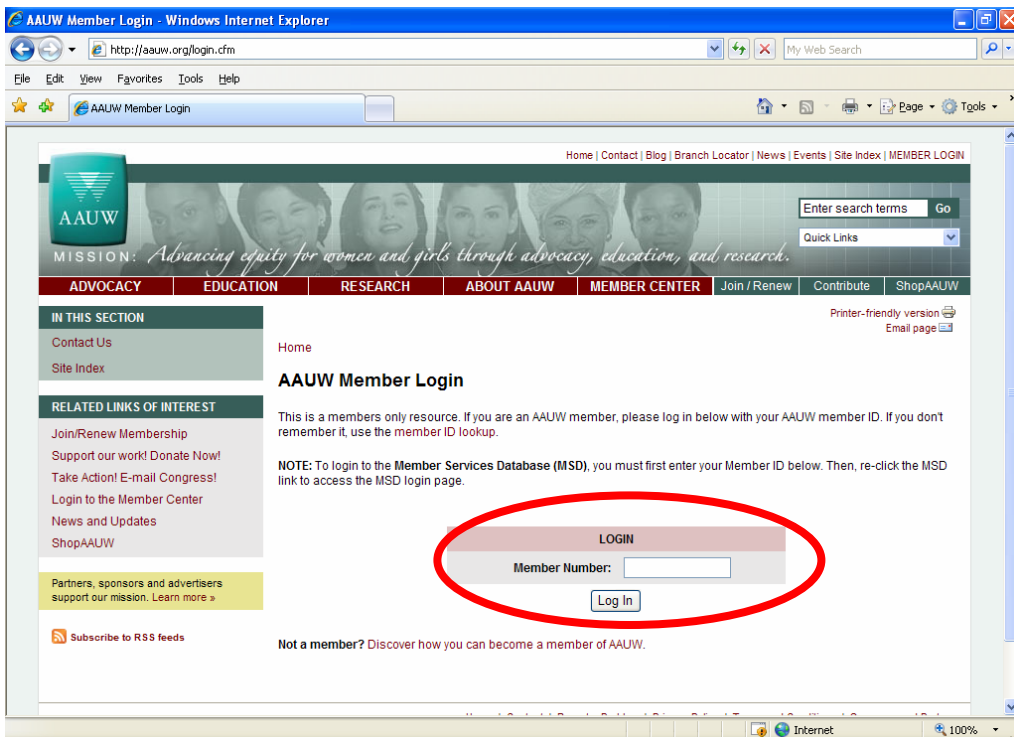
4. You will be taken to the Member Center. Click on "Member Services Database".
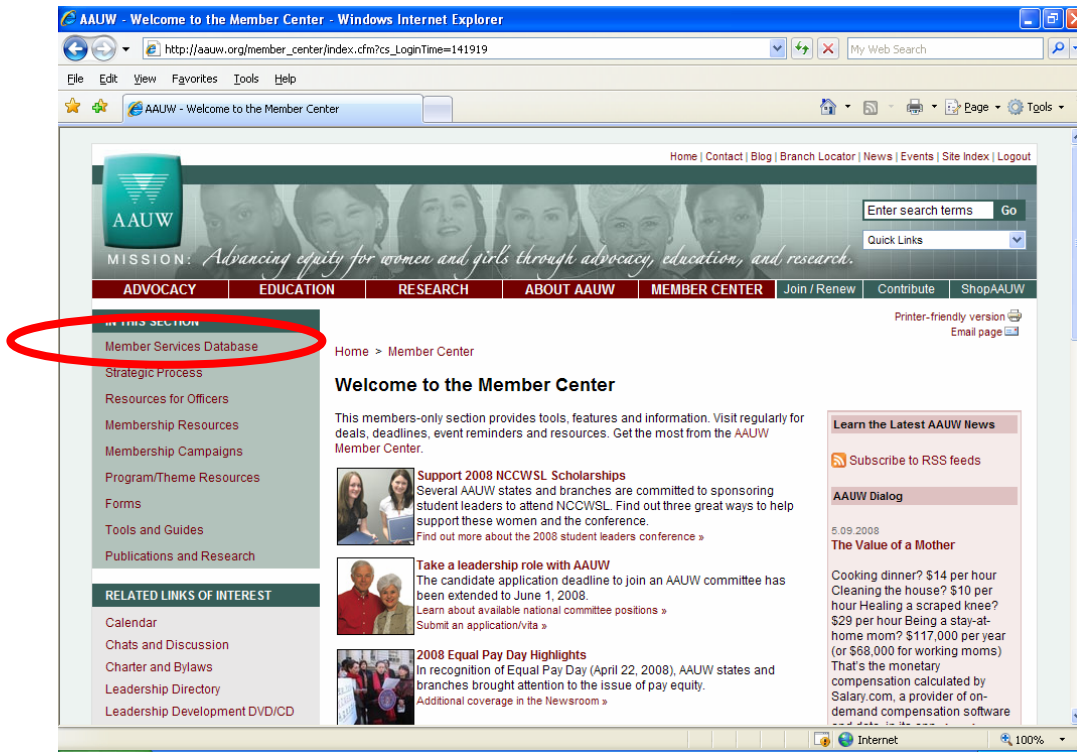
5. The ACCESS MEMBER SERVICES DATABASE login page will open with your member number in the appropriate field. If you have an account in the database, type in your password and click the "Log in" button. If you do not have an account, please see appendix B (pg 9). If you have an account, but do not remember your password, please see appendix C (pg 11).
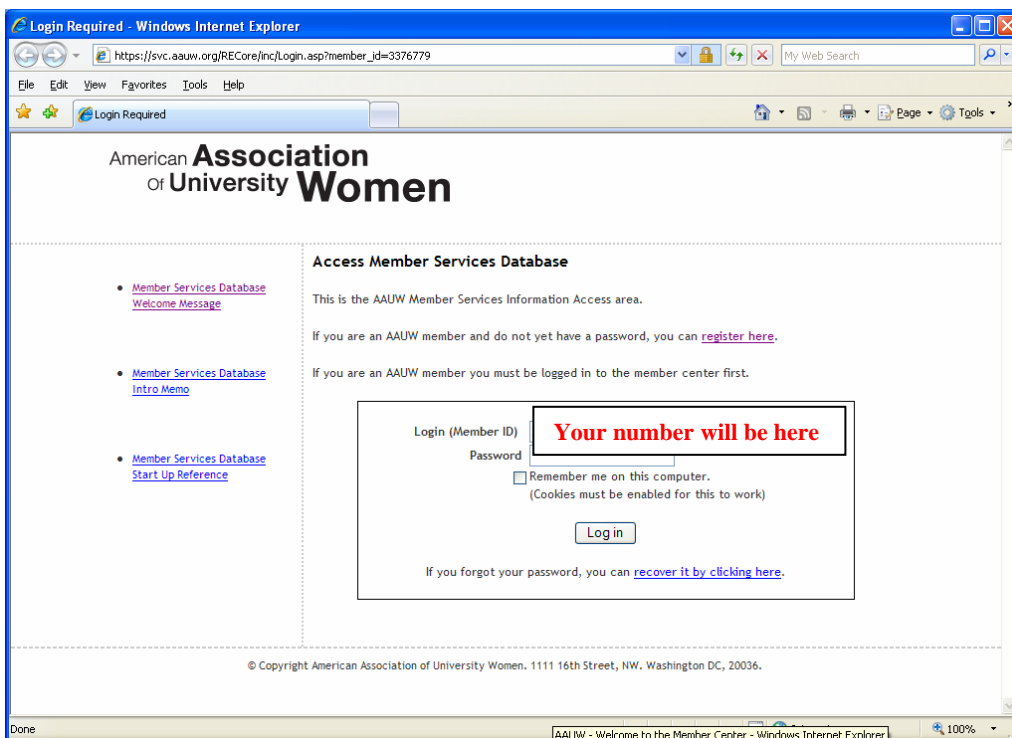
6. You will be directed to the "Welcome Screen". Your individual screen may be different, depending on the rights you have within the database. The details here are blanked out, but your name, member ID and branch will be displayed. Click on "State & Branch officer listing.
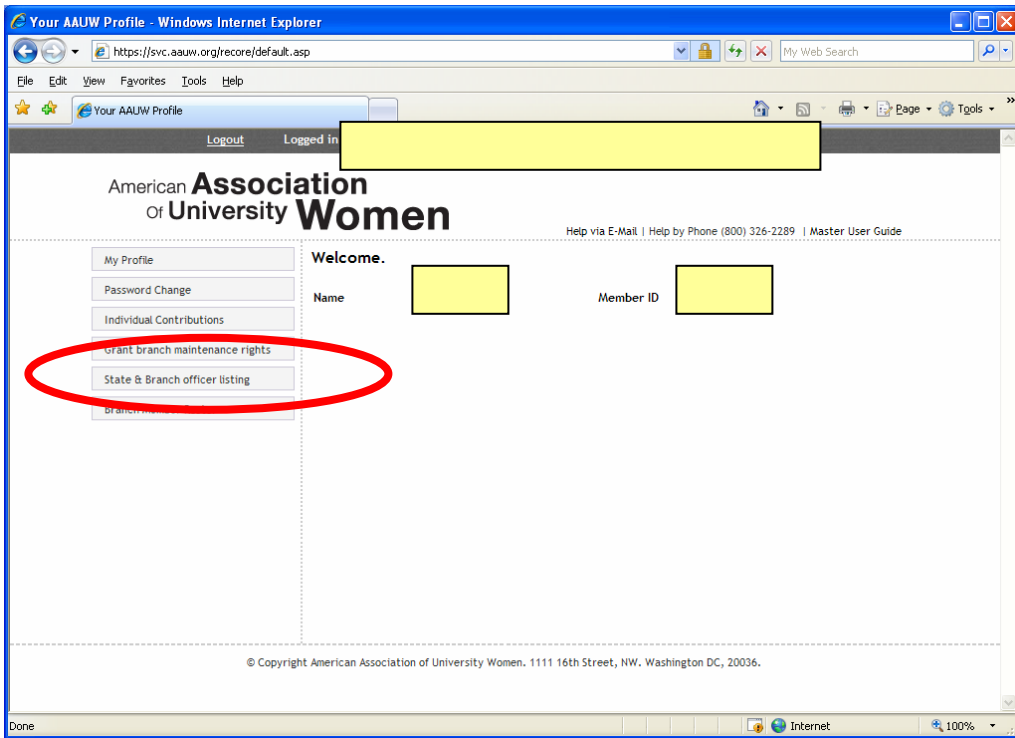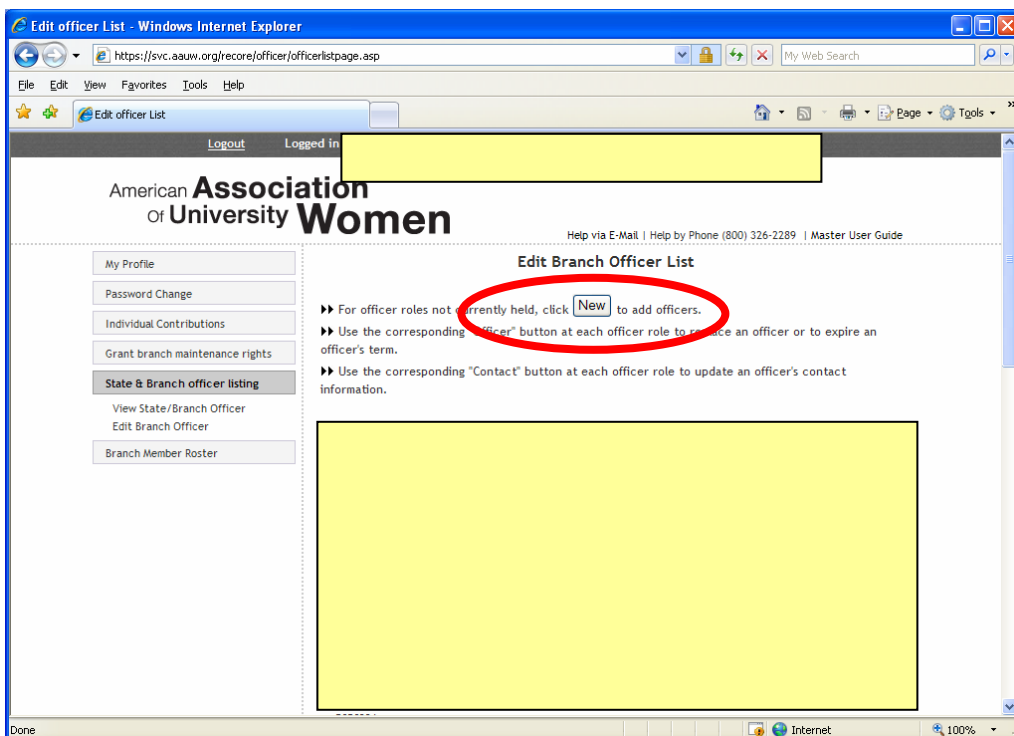

7. Within the State and Branch Officer Listing and Maintenance screen, click on "Branch Officer Maintenance".
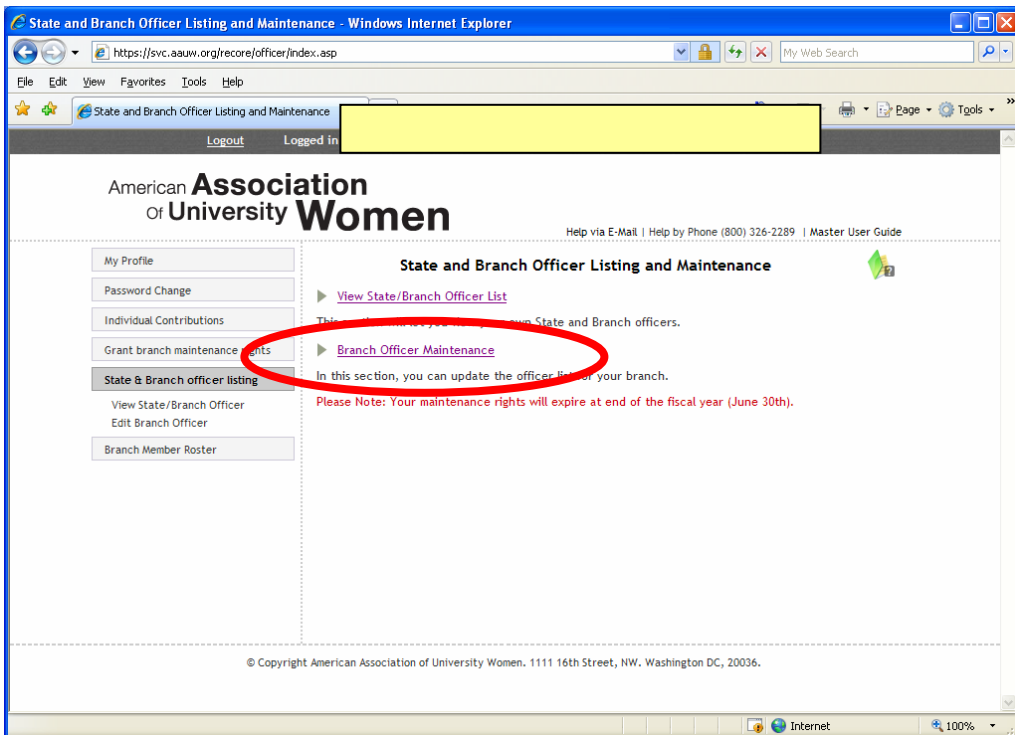
8. Click on the arrow next to "Select a Term Year" and change it to "2008-2009". Then click on the "Edit List" button below it.
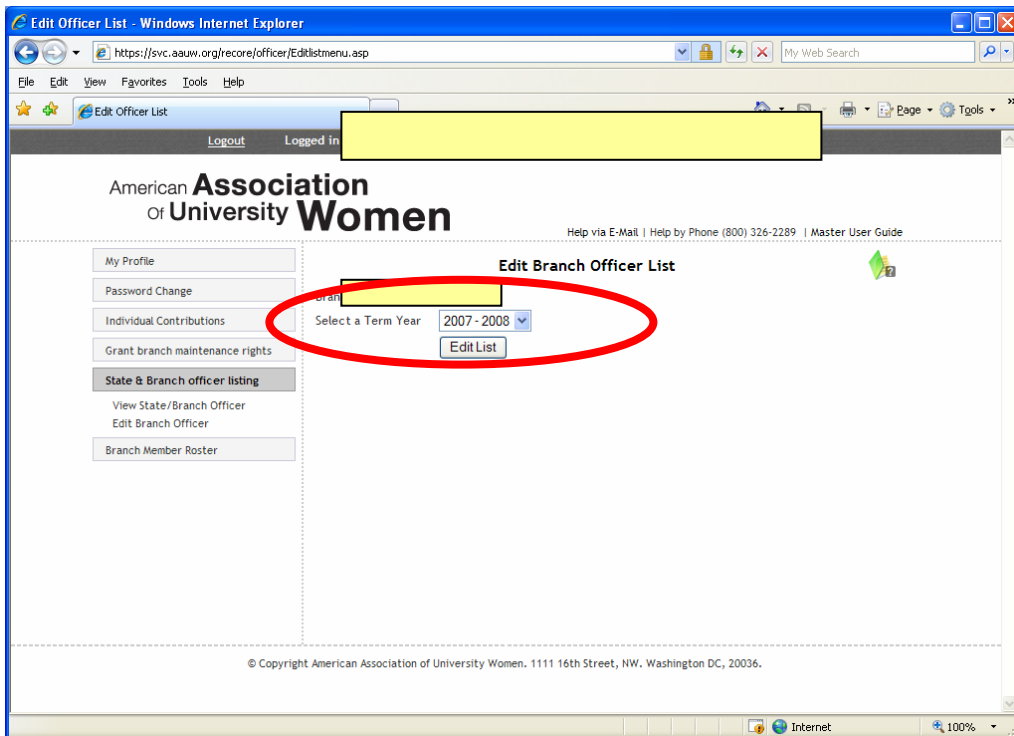

9. The existing officers for 2008-09 will be listed, but are blanked out here. Click on the "New" button.

10. The "add" process works one at a time.
    a. Click the arrow next to "Select a Position" to choose the office (the list is pasted in here. Choose "BR08-other-position" for the offices that the Association does not record individually.
    b. Then click the arrow next to "Select a Person". The currently registered members of your branch will appear – choose the appropriate one.
    c. Change the "Effective Date" to July 1, 2008 using the Month/Day drop down menu or click the Calendar icon.
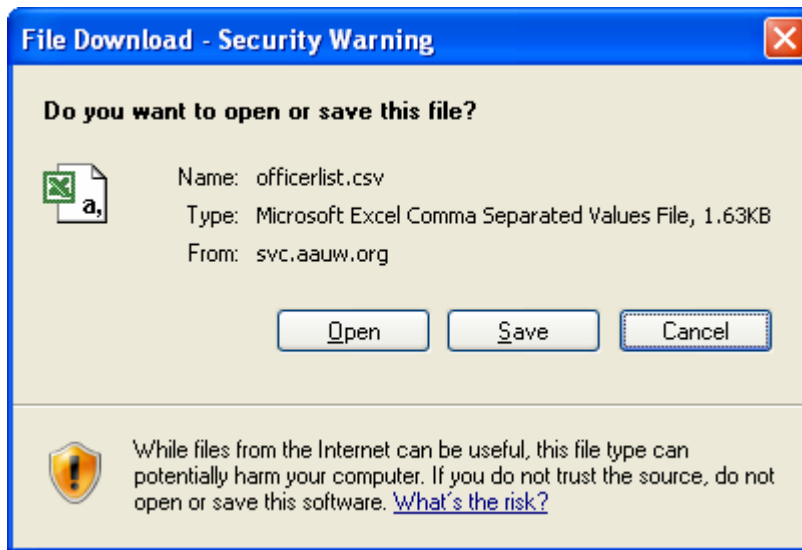   d. Click the "Add" button. You'll be taken back to the screen shown in #9.
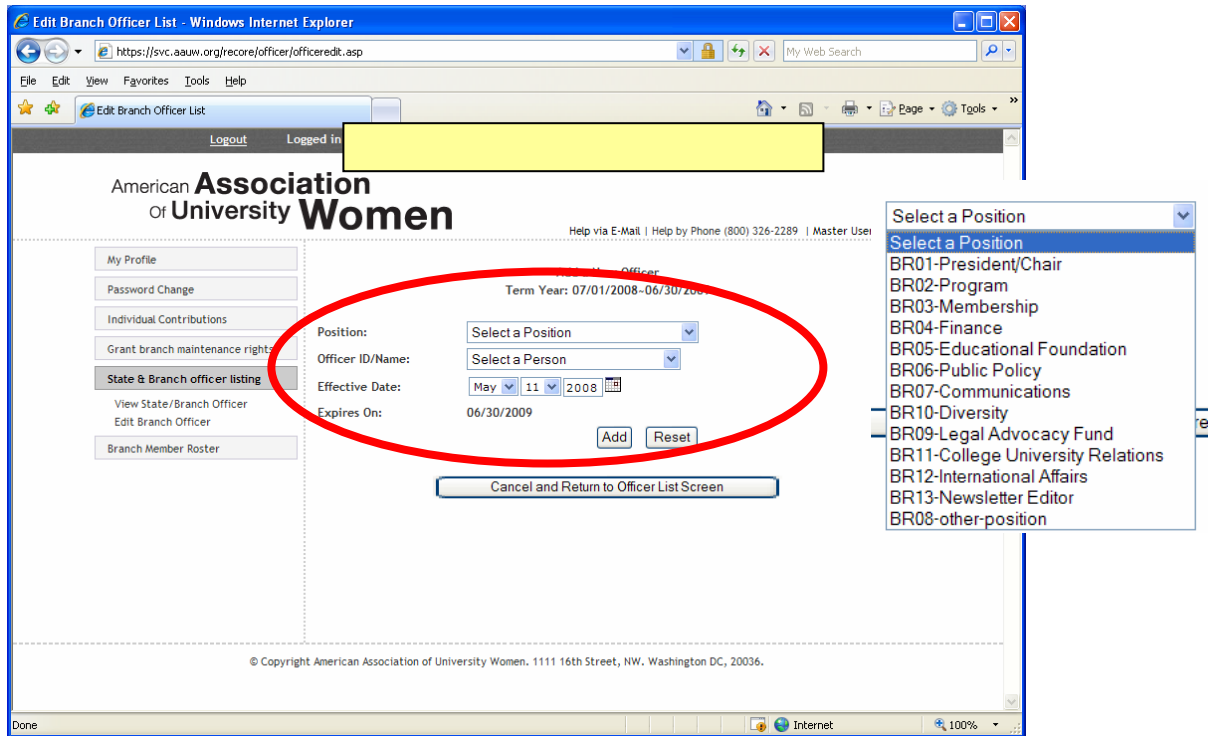
11. Repeat steps 9 and 10 until you have added all the officers. Once you have completed your entries, review your list for accuracy. Corrections to entries and address updates, etc., can also be made in this section of the site. In the UPDATE column next to each officer listing, (last column), see OFFICER and CONTACT buttons to make changes. Click OFFICER to replace an officer; Click CONTACT to update contact information. (Note - Email is a required field. If no email is available, enter: noemail@aauw.org . NAME CHANGES cannot be performed via this service. Click "HELP VIA EMAIL" at the top of the web page to report name changes.)
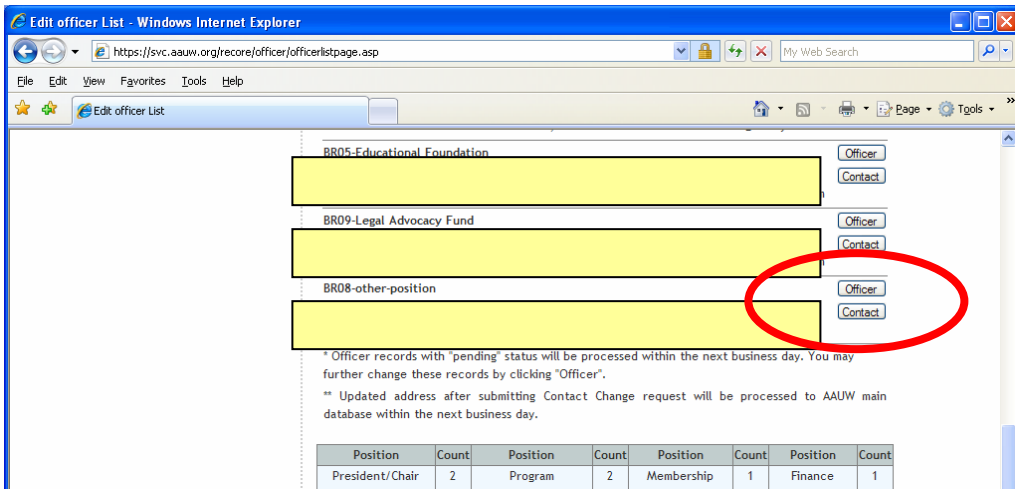
12. You can stop now and just quit the program, BUT it would be **very** helpful to your Communications Director to have a useful copy of what you've done. Please click on the "Download" button near the bottom of the screen.
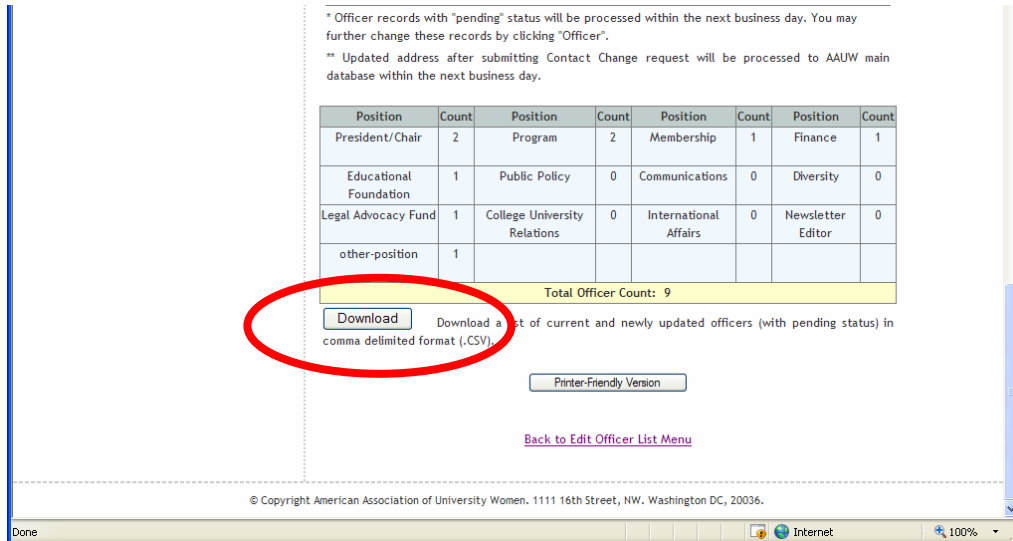

13. You'll be given a choice of opening a file or saving it. This file can be used as part of a database or used for mail-merging into Word. If you would like a copy, click on the "Save" button. If you are only doing this to make your Communications Director happy, please click the "Open" button.

File Download - Security Warning

Do you want to open or save this file?

Name: officerlist.csv
Type: Microsoft Excel Comma Separated Values File, 1.63KB
From: svc.aauw.org

[Open]   [Save]   [Cancel]

While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?

14. A file will open or download to your computer, depending on which option you chose – it may be in one of a variety of formats, depending on the software on your computer. Please just use the "file", "send-to", "mail recipient" option to send it to Communications@aauw-nys.org. If you do not know how to send attachments, please save the file and contact the Communications Director for assistance.
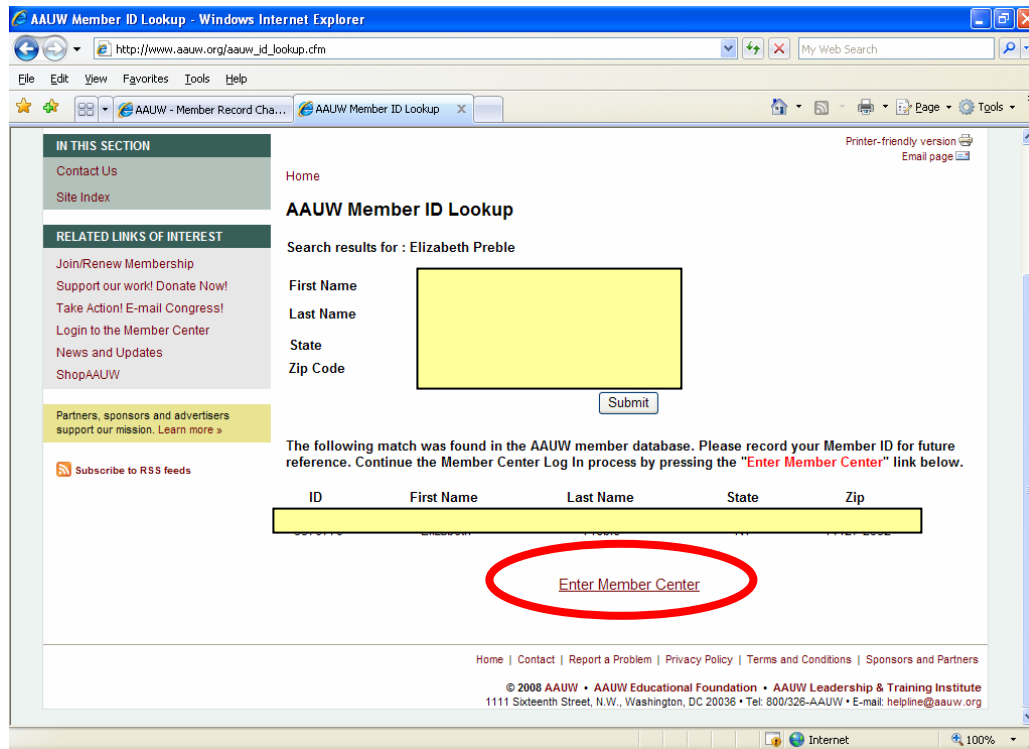
Appendix A. Determining your membership number.

1. On the member login screen, click on the "member ID lookup" link.
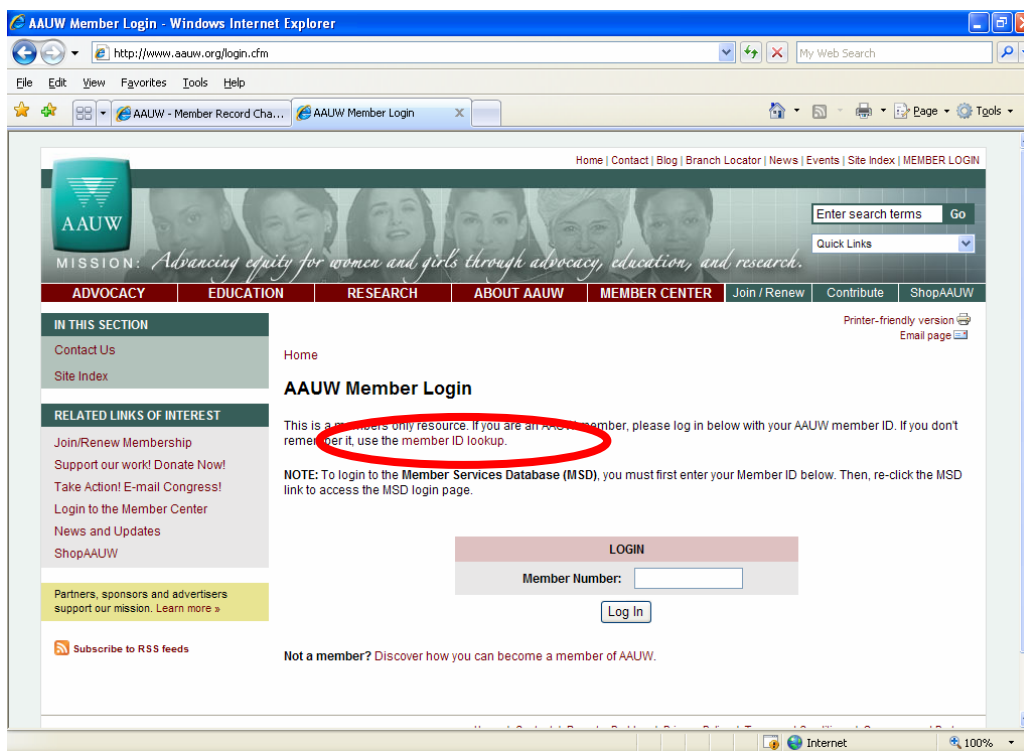
2. Enter the appropriate information (name, state, zip) and click the "Submit" button.
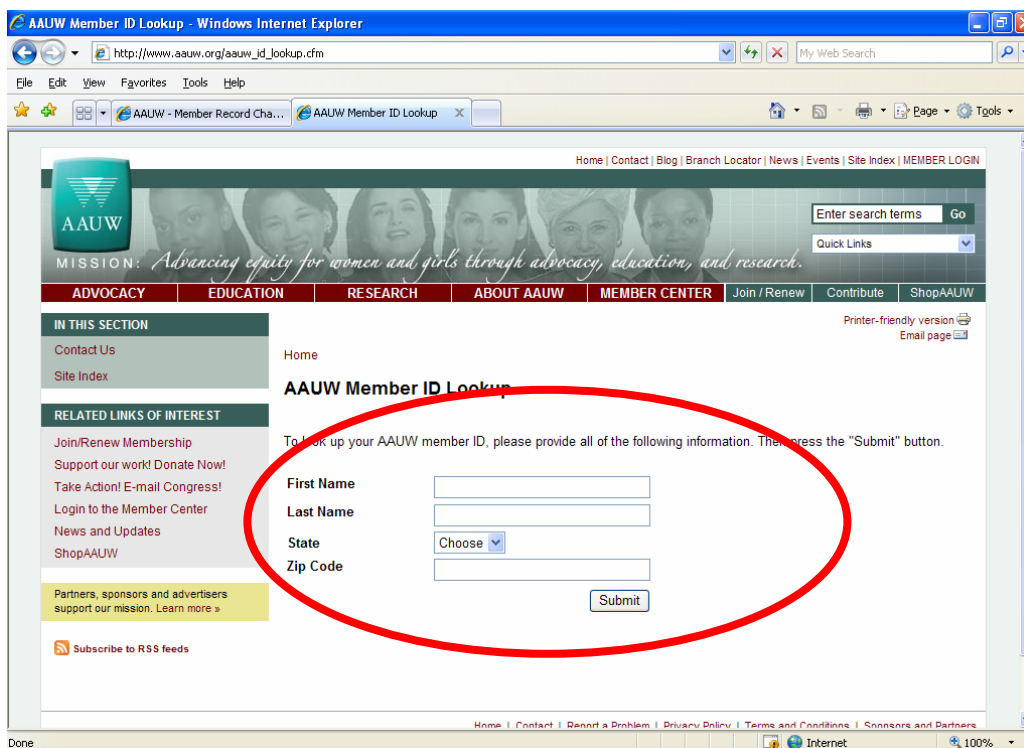
3. Your information will appear on the screen, with your membership ID. Click on the "Enter Member Center" button
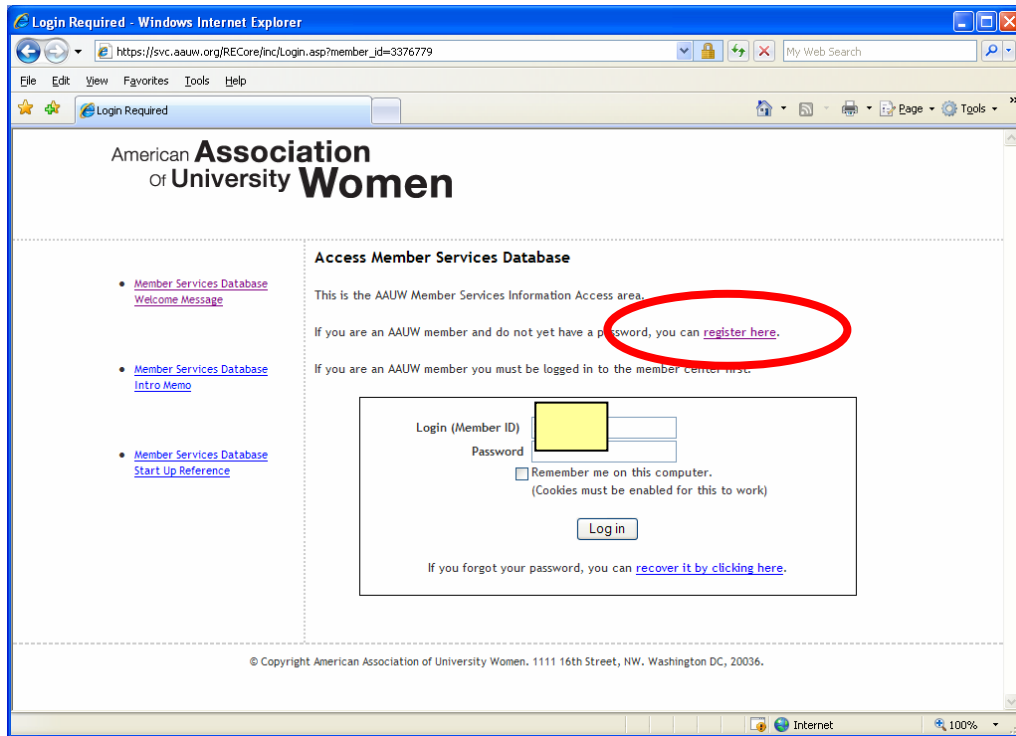

4. You'll be returned to the Member Center login screen with your number positioned correctly. You can now proceed to #3 in the basic instructions.
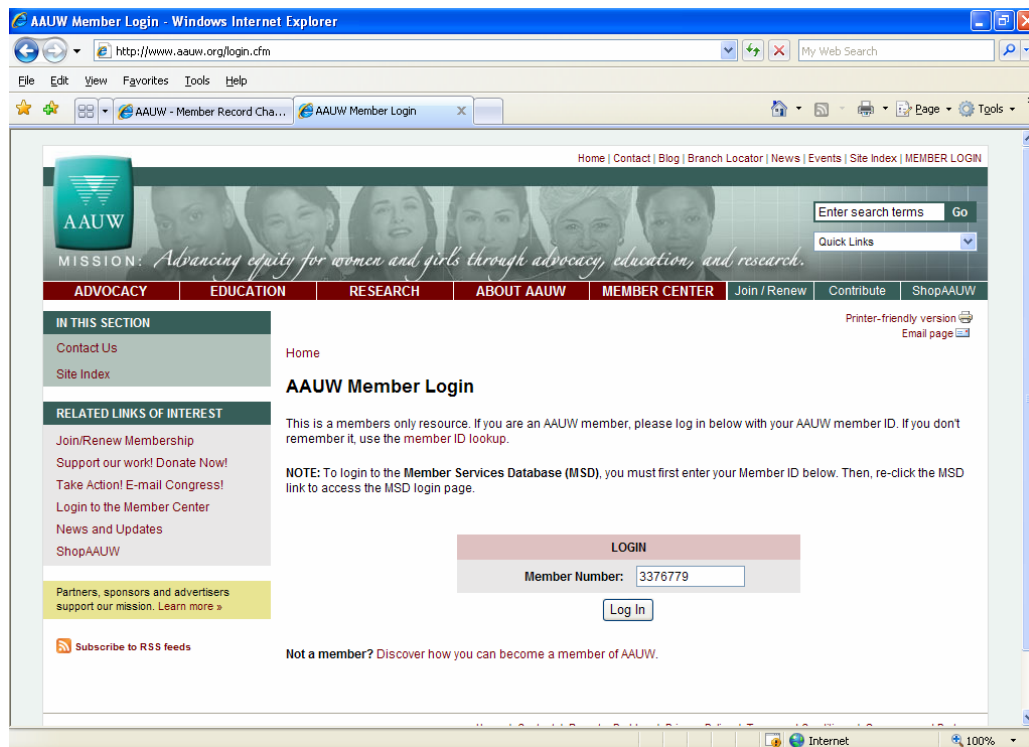
# Appendix B. Setting up a member database ID and password.

1. You are on the the ACCESS MEMBER SERVICES DATABASE login page. Click on the words "register here".

2. Enter the information requested and click the "Submit" button. Note – if you already have an account (in other words all the information is duplicated), the system will tell you that and you'll have to recover your password (see Appendix C, pg 11)
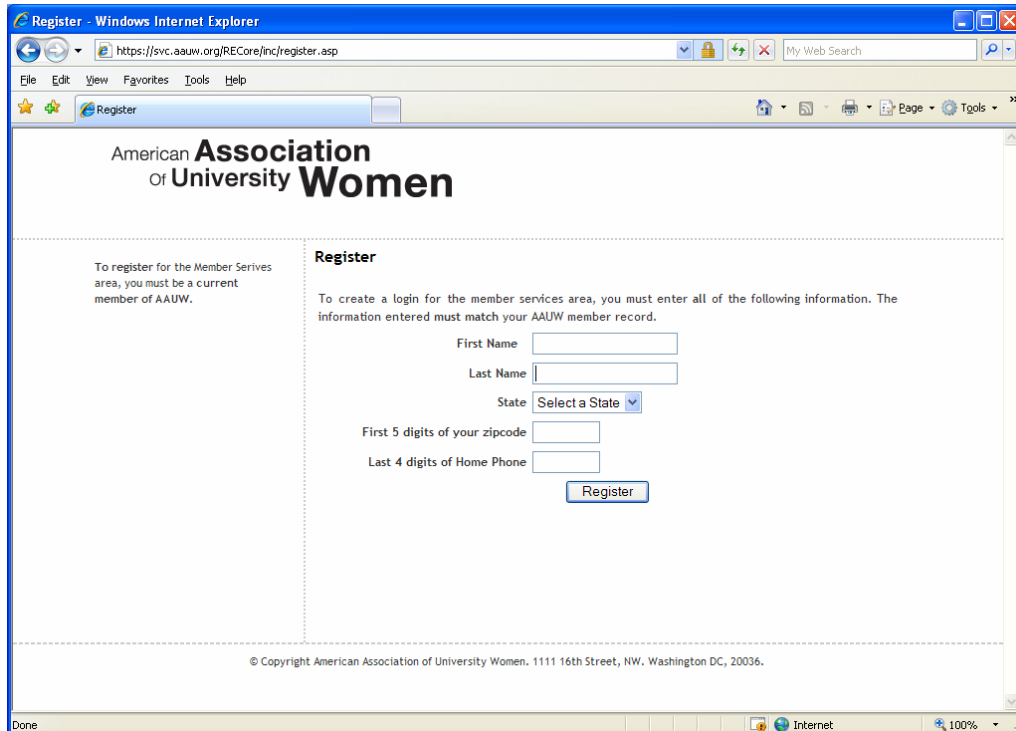
3. You'll come to a screen which confirms that you've begun the registration process. **An e-mail message will be sent to you at the address on file for you. (That's why the first sentence in these basic instructions said to check to be sure they have the correct e-mail address for you.). The e-mail will have a link for you to set up a password and a security question. The security question is used in case you forget your password and have to have it sent to you.** (see Appendix C, pg 11).
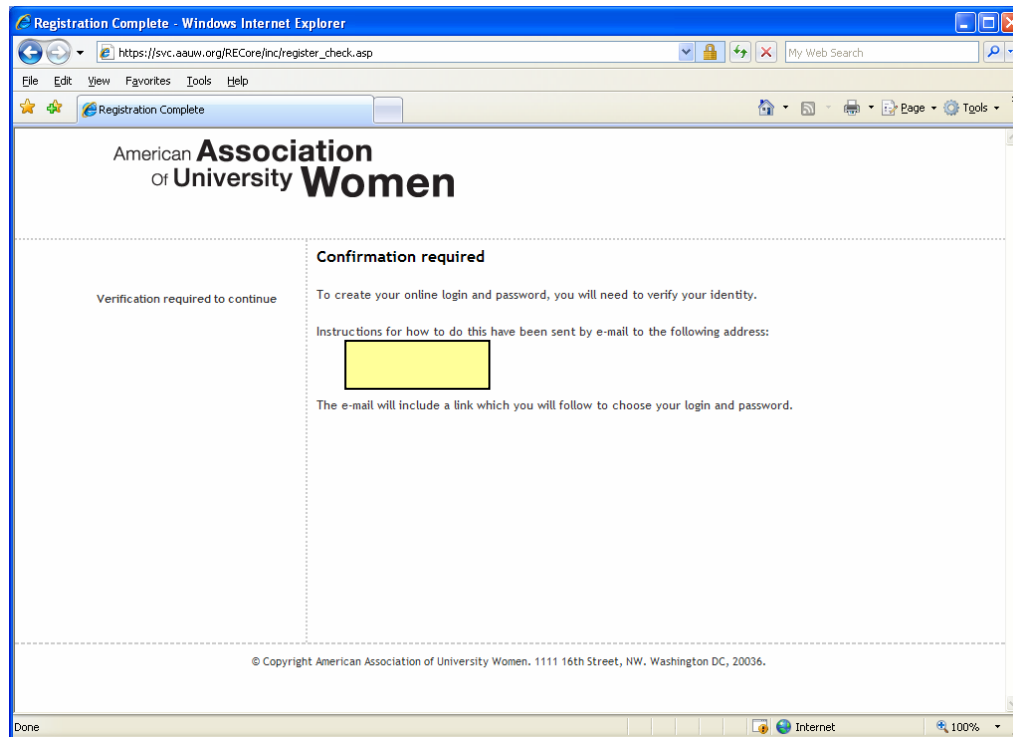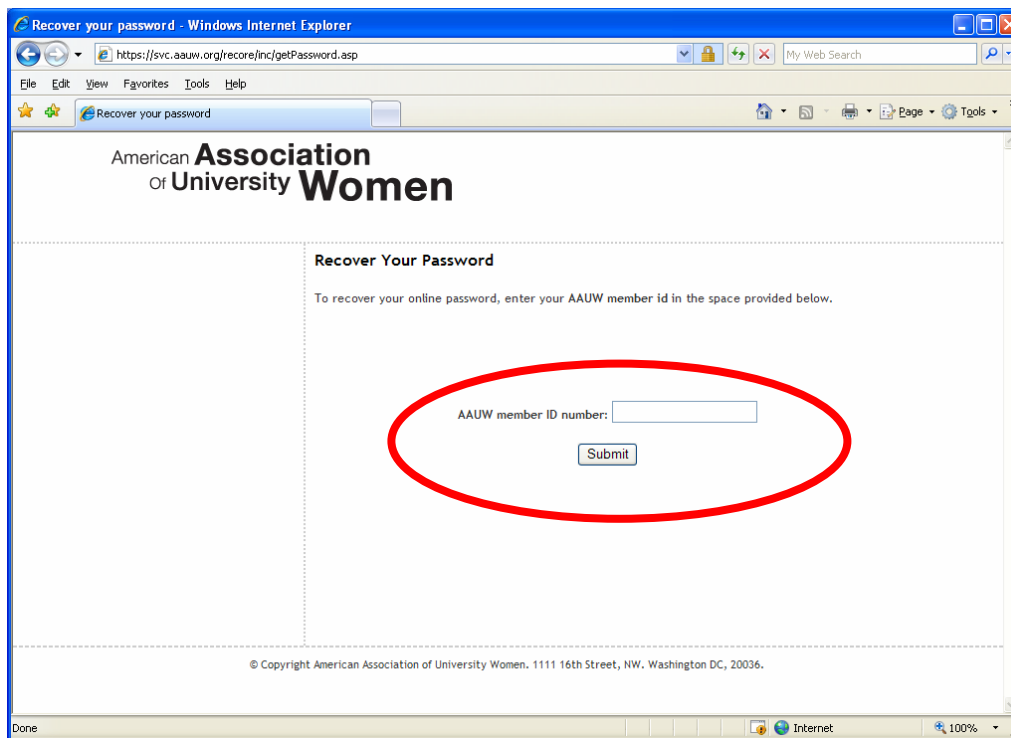
# Appendix C. Process to retrieve a forgotten password.

1. You are on the the the ACCESS MEMBER SERVICES DATABASE login page. Click on the words "recover it by clicking here".
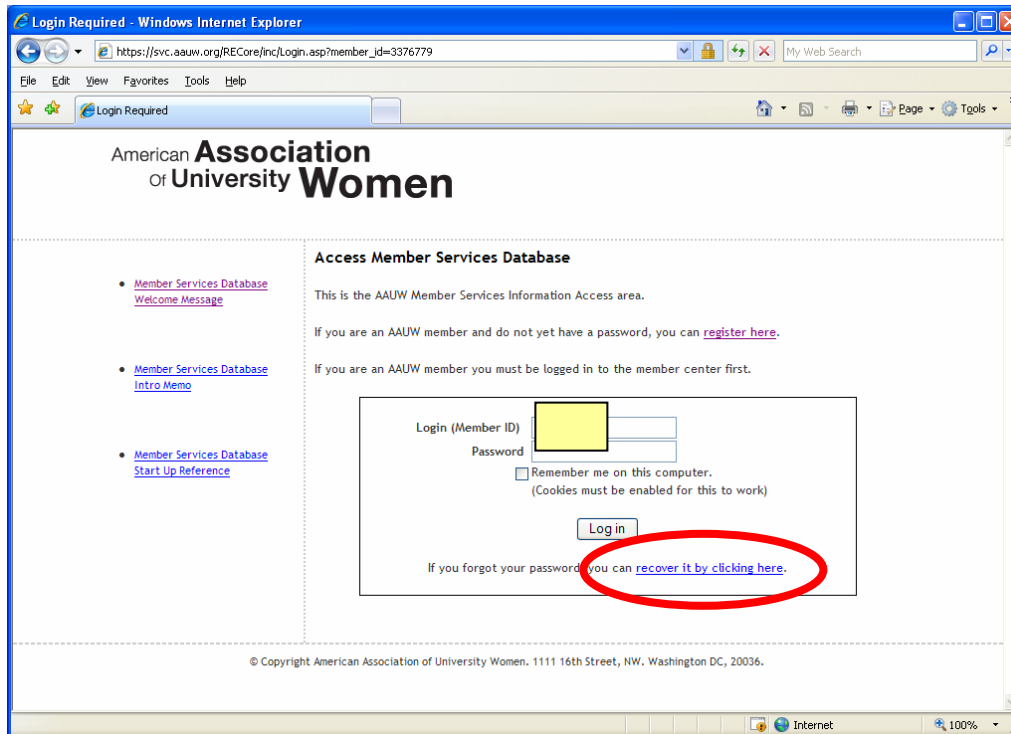
2. You will be asked to re-enter your membership number. Type it in, then click the "Submit" button..

3. When you first signed up, you answered a security question of some sort. That question will be asked on this screen. Answer the question, then click the "submit" button.
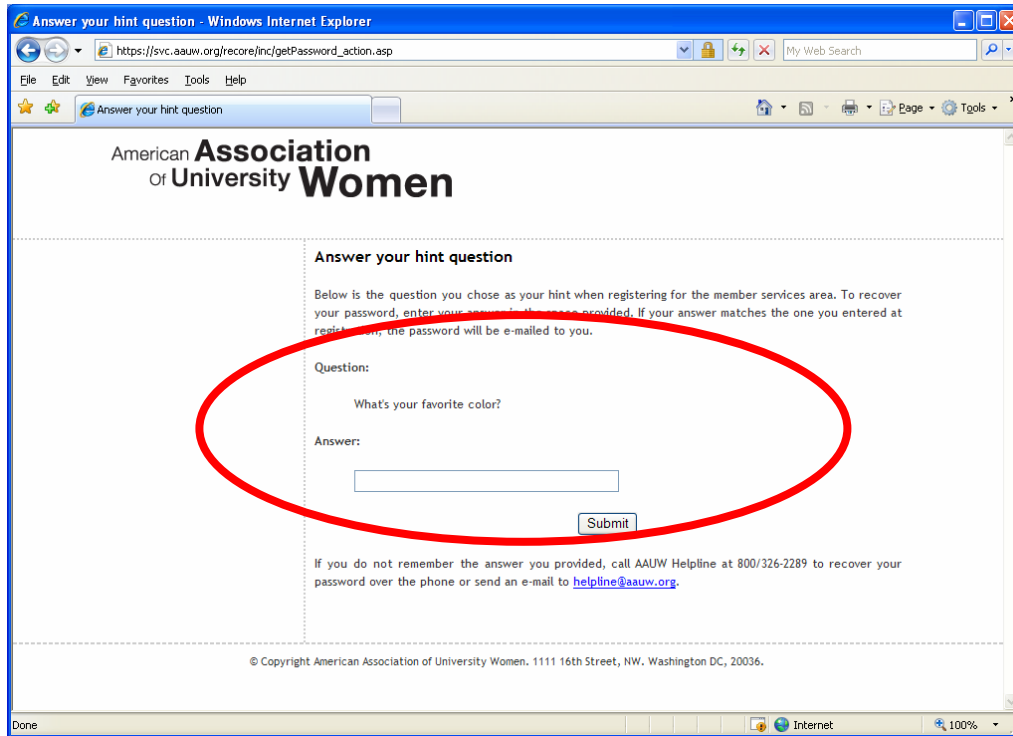
4. If you answer the question as you did when you signed up, you will receive an e-mail with your password. If your answer does not match the original one, you will have to contact the Association Helpline via e-mail or phone.