

Key Contact Information

At least one person in your organization is a Key Contact...usually the person who has completed the college fair registration or membership form. Some organizations have more than one Key Contact. Key Contacts are able to:

- **Update** the membership profiles for your organization - names, titles, email addresses, etc.
- **Create and add new members** or "linked profiles" for your organization.
- **Unlink profiles** of those who have moved on. *(I have to actually still delete the profile, so simply let me know who has left, then I will remove.)*
- **Add or remove** your organization's members **from the listserv**.
- **Register** other linked users from your organization for events.
- **Add or remove Key Contact designations** for your page.

Your organization's information is only as current as the information provided or updated by Key Contacts. Please take a moment to log in and review your organization's membership information, including individual profiles. Everyone has the power to update their own profiles, but the Key Contact should check the organization profile, and the profiles of others, on a regular basis, especially when there are staffing changes.

Your help is also appreciated in making sure your team understands that **everyone has their own username and password**. Everyone needs to use their own username and password. If they don't, it causes issues with your organization's listings, profile access, and general confusion on our end. If someone doesn't know their username and password, they should email info@iowaacac.org.

- When you log in, you should see a page with a "Hello My Name Is" name tag (the Member Landing Page). Click on My Profile and you'll see your individual profile page. You will notice under your personal profile that you can see any forms you have personally submitted. You will find them under the "Forms I've Taken" tab. You can also see invoices for those forms.
- Click on My Organization. From there update your Organization's profile, Member Profiles (by clicking on Org Members), and Review Invoice. You can see all invoices submitted by your members under Member Invoices.
- To Edit a Profile, click on the person's name. To View or Unlink Profiles (if someone has left), you have to hover your cursor to the right of the Key Contact column. Remember to let me know if you unlink someone and I will delete them from the system.

Thank you for your attention to this and if you have any questions, please email me at info@iowaacac.org.

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