



## How to Create Faculty and Student Profiles

Academic Program Members have one primary profile and unlimited Faculty and Student Profiles. These profiles allow each faculty member and student in your program to keep track of their own learning and cultivate their own library of resources.

In order for students and faculty to take advantage of the benefits of an Academic Program Membership, such as viewing our collection of recorded webinars or registering for live webinars, workshops, and online courses, each faculty or student member must have an individual profile.

To add Faculty and Student Profiles to your Academic Program Membership, follow the steps below.

1. Visit [aaslh.org](http://aaslh.org)
2. Click **Membership Center** in the upper right corner of the screen.
3. Enter the username and password for your Academic Program Membership.
4. Once you've logged in, look for the **Information and Settings** heading. Underneath that heading, click the icon labelled **Sub-Accounts**.
5. This leads to a page titled **My Sub-accounts**. There are two options to register your faculty and students.
  - a. **Your Create Sub-Accounts Direct Link (get a new public key)**. You can copy and paste the link under this heading into an email to faculty or students. When they click on the link it will prompt them to create a profile.
  - b. **Invite New Members** You can enter up to 50 faculty and student email addresses and send a mass invite to all. The invite will contain a link that prompts them to create a profile.
6. Before creating their account, each person you send the link or an invitation to will be prompted to choose whether they are faculty or a student.

A list of faculty and students can also be emailed to AASLH Membership and Development Coordinator Rey Regenstreif-Harms ([regenstreif-harms@aaslh.org](mailto:regenstreif-harms@aaslh.org)). Please include the following information for each person if sending a list

1. First and Last Name
2. Email Address
3. Membership Level (Faculty or Student)



## Next Steps

Faculty and students will need to activate their new AASLH Profiles in the **Resource Center**:

1. Visit [aaslh.org](http://aaslh.org)
2. Click **Resource Center** in the upper right corner of the screen
3. Login by entering your new profile's username and password in the left side-menu, then click the button labelled "Login." (A dialogue box will notify you that have successfully logged in and your name will appear in the left side-menu).
4. Your AASLH Profile is now activated in the Resource Center.

### Things to Remember

- When faculty members leave your institution or student members leave without graduating, please email [membership@aaslh.org](mailto:membership@aaslh.org) and we will remove them from your account.
- When students members graduate from your program they are eligible for one free year of AASLH membership. Contact Rey Regenstreif-Harms ([regenstreif-harms@aaslh.org](mailto:regenstreif-harms@aaslh.org)) regarding all graduating students so they can be offered their free year of membership.
- If you have any further questions about your membership or adding Faculty and Student Profiles, please contact us at [membership@aaslh.org](mailto:membership@aaslh.org) or refer to our membership FAQ at <https://aaslh.org/about/faq/>.