



How to Create Staff Profiles

Institutional Members have one primary profile and unlimited Staff Profiles. Staff Profiles allow each staff member to keep track of their own learning and cultivate their own library of resources.

In order for staff to take advantage of the benefits of an Institutional Membership, such as registering for webinars and online courses, each staff member must have a Staff Profile.

To add Staff Profiles to your Institutional Membership, follow the steps below.

1. Visit aaslh.org
2. Click **Membership Center** in the upper right corner of the screen.
3. Enter the username and password for your Institutional Membership.
4. Once you've logged in, look for the **Information and Settings** heading. Underneath that heading, click the icon labelled **Add Staff Members**.
5. This leads to a page titled **My Sub-accounts**. There are two options to register staff members.
 - a. **Your Add Staff Members Direct Link (get a new public key)**. You can copy and paste the link under this heading into an email to staff members. When they click on the link it will prompt them to create a Staff Profile.
 - b. **Invite New Members** You can enter up to 50 staff email addresses and send a mass invite to all. The invite will contain a link that prompts them to create a Staff Profile.

Staff will need to activate their new AASLH Profiles in the **Resource Center**:

1. Visit aaslh.org
2. Click **Resource Center** in the upper right corner of the screen
3. Login by entering your new Staff Profile 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 staff members leave your institution, please email membership@aaslh.org and we will remove them from your account.
- If you have any further questions about your membership or adding Staff Profiles, please contact us at membership@aaslh.org or refer to our membership FAQ at <https://aaslh.org/about/faq/>.