



123 Sign Up IACRAO Membership Guide

On behalf of the IACRAO Executive Board we welcome you to our online membership site! Our goal is to improve the efficiency of our membership renewal process and provide you with the ability to manage your membership. **Primary Institutional Members or their designee will manage the institution's membership information.**

New to IACRAO

If your institution is not currently a member of IACRAO, click on the following link to apply for membership.

1. Choose "Institution"

<http://www.123signup.com/enroll?org=iacrao>



IACRAO
Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, IL 60625
Phone: 773-442-4029 Fax: 773-442-4020
D-Weber3@neiu.edu

For best results, please use the Back button within the form below to go back to a previous screen.

Member Enrollment

Please select a membership type and click the "Enroll" button.

Membership Type	Period	Renew Date	Fee
<input type="radio"/> Institution	1 year	Upon Approval	US\$ 125.00
<input type="radio"/> Non-Member			

[← Back](#) [Enroll](#)

2. Complete the Profile Information form for the Institution.

Profile Information

Fields with this icon are required.

Company Name:

Address:

Address (cont.):

City:

State:

Zip:

Country:

Web Address:

Institution Type

Public Private Affiliate

Institution Year Type

Two-Year Four-Year Professional

Data System

Ellucian/Colleague Peoplesoft Ellucian/Banner Jenzabar

Other

Please specify your email preference

Yes, I wish to receive email messages with general information as well as announcements, reminders and updates related to upcoming events from IACRAO.

No, please do not send email messages except reminders about events for which I am already registered.

[← Back](#) [Enroll](#) [Next](#)

3. Choose the number of extra members to add
4. Fill out the Primary Contact Profile
5. Pre-order confirmation page (to check the amount to be charged is correct). Remember the Primary Contact is included for the \$125. Each additional member is \$15 per person.
6. Checkout

Click on the following link to add the names of people included in your membership.

<https://www.123signup.com/gac?org=iacrao>

Current Members

1. First Step is to review current membership. To do this, click on the following URL

<https://www.123signup.com/gac?org=iacrao>

The screenshot shows the 'Group Admin Console' interface. On the left is a sidebar with 'Company' options (Edit Profile, Change Name, Change Contact) and 'Members' options (Add Members, Manage Members), along with a 'Sign Out' button. The main area has a 'Company Center' header and a list of actions: 'Edit Profile' (allows editing the company profile), 'Change Name' (allows changing the company name), and 'Change Contact' (allows changing the primary contact). Below this is a 'Members' section with 'Add Members' (allows adding new members) and 'Manage Members' (allows removing members and editing profiles).

Click on the Manage Members link below to review the list of members from your institution.

- You can Remove members by choosing the radial dial next to the member's name and choosing Remove at the bottom of the page.
- You can also edit member information by choosing the radial dial next to the member's name and choosing Edit at the bottom of the page.
- After you have confirmed current member information and removed those members who you are not renewing membership, click Done at the bottom of the page. Please note the number of members in the top corner. You will need this number and the number of people added in the next step in order to renew your membership and calculate appropriate fee.

The screenshot shows the 'Manage Members' page for 'Elgin Community College'. It displays a table with columns: Last, First, Email, and Is Primary. The table lists five members: King, Ann; Kolasa, Elaine; Lewandowski, Lucy; Lopez, Celia; and McClure, Jennifer. The 'Is Primary' column shows a checkmark for Jennifer McClure. In the top right corner, the text '6 - 10 of 14' is circled in blue. At the bottom of the page, three buttons are circled in blue: 'Remove', 'Edit', and 'Done'. Navigation links for 'First', 'Prev', 'Next', and 'Last' are also visible.

Last	First	Email	Is Primary
King	Ann	annking@elgin.edu	
Kolasa	Elaine	ekolasa@elgin.edu	
Lewandowski	Lucy	llewandowski@elgin.edu	
Lopez	Celia	clopez@elgin.edu	
McClure	Jennifer	jmcclure@elgin.edu	✓

Adding New Members during Renewal

- d. If you have new members to add, click on the Add Members button and enter in the name and email address.
- e. Choose where you want the email confirmation(s) to go.
- f. Click Add
- g. Note how many members you added. You will need this number and the number of the current members in order to renew membership and calculate the appropriate fee in the next step.

The screenshot shows the 'Add Members' page for Elgin Community College. The page has a blue header with 'Company Center' and 'Add Members' tabs. On the left, there is a sidebar with 'Company' and 'Members' sections. The main content area includes the institution name 'Elgin Community College', a 'Renew Date' of 07/01/2013, and instructions for adding members. Below the instructions is a table with columns for 'First', 'Last', 'Email', 'Set Address', and 'Email Confirmation'. The 'Set Address' column has a checked checkbox, and the 'Email Confirmation' column has two checkboxes: 'to Member' and 'to Primary'. At the bottom of the table are 'Add' and 'Done' buttons.

First	Last	Email	Set Address	Email Confirmation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/> to Member <input type="checkbox"/> to Primary

2. Now that you have confirmed your institution's members and added any new members, Click below to Renew Membership

<https://www.123Signup.com/renew?Org=IACRAO>

Primary Institutional members or their designee will log into the system using the Primary Institutional member's email address.

The screenshot shows the 'Login' page. It features a blue header with the 'Login' title. Below the header is an 'Email:' label followed by a text input field and an 'OK' button. To the right of the input field is the text 'To renew membership enter your email address.' Below the input field are two bullet points: 'Click here if you prefer to login with your name and phone number.' and 'Need help?'. At the bottom of the page, there is a 'Back' button with a left-pointing arrow and a 'Help' button with a question mark icon. The footer text reads 'Registration Powered by 123Signup'.

Every institution starts with the Institution fee of \$125 which also allows for the Primary member. Choose the appropriate box indicating how many additional members you wish to renew membership or add to your institution membership. Keep in mind that when you reviewed your current membership, the Primary member is included in that number.

To Calculate the Correct Membership Fee

Add up the current membership and those additional members you added and then subtract 1 for the Primary member already included in the \$125 Institution fee. For example, ECC had 15 current members. We added 1

additional member for a total of 16. However, we would choose 15 additional since the Primary member is included already.

When you select the appropriate box Choose Enroll or Print Invoice at the bottom of the page.

Option	Term	Start Date	Price
<input type="checkbox"/> Add 13 Extra Members	1 year	07/01/2014	\$195.00
<input type="checkbox"/> Add 14 Extra Members	1 year	07/01/2014	\$210.00
<input checked="" type="checkbox"/> Add 15 Extra Members	1 year	07/01/2014	\$225.00
<input type="checkbox"/> Add 16 Extra Members	1 year	07/01/2014	\$240.00
<input type="checkbox"/> Add 17 Extra Members	1 year	07/01/2014	\$255.00
<input type="checkbox"/> Add 18 Extra Members	1 year	07/01/2014	\$270.00
<input type="checkbox"/> Add 19 Extra Members	1 year	07/01/2014	\$285.00
<input type="checkbox"/> Add 20 Extra Members	1 year	07/01/2014	\$300.00
<input type="checkbox"/> Add 21 Extra Members	1 year	07/01/2014	\$315.00
<input type="checkbox"/> Add 22 Extra Members	1 year	07/01/2014	\$330.00
<input type="checkbox"/> Add 23 Extra Members	1 year	07/01/2014	\$345.00
<input type="checkbox"/> Add 24 Extra Members	1 year	07/01/2014	\$360.00
<input type="checkbox"/> Add 25 Extra Members	1 year	07/01/2014	\$375.00
<input type="checkbox"/> Add 26 Extra Members	1 year	07/01/2014	\$390.00
<input type="checkbox"/> Add 27 Extra Members	1 year	07/01/2014	\$405.00
<input type="checkbox"/> Add 28 Extra Members	1 year	07/01/2014	\$420.00
<input type="checkbox"/> Add 29 Extra Members	1 year	07/01/2014	\$435.00

3. Review the Summary and Proceed to Checkout

IACRAO
 Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, IL 60625
 Phone: 773-442-4029 Fax: 773-442-4020
D-Weber3@neiu.edu

For best results, please use the Back button within the form below to go back to a previous screen.

Elgin Community College Amount: US\$ 350.00

You have made the following selections. Click the Back button to change the selections.
 Click the Proceed to Checkout button to continue to the payment page.

Name	#	Item	Amount
Elgin Community College		Membership Fee	US\$ 125.00
Elgin Community College		Add 15 Extra Members	US\$ 225.00
Total:			US\$ 350.00

Refund Policy: The refund policy is set by IACRAO. All refund requests will be referred to IACRAO before processing.

[Help](#) Registration Powered by 123Signup

4. Choose the appropriate payment method and then click Pay (if paying by credit card) or Renew (if paying by check) at the bottom of the page. If paying by check, please see note on sending check to current Treasurer.

IACRAO
 Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, IL 60625
 Phone: 773-442-4029 Fax: 773-442-4020
D-Weber3@neiu.edu

Elgin Community College Amount: US\$ 350.00

To pay by credit card via our secure server, please enter the credit card information and click the Pay button. To pay by another method, select the payment type.

VISA
 Send Check

Fields with this icon are required.

Name on card:
 Card number:
 Expiration date:

Billing Address 1:
 Billing Address 2:
 Billing City:
 Billing State/Province(US and Canada):
 Billing State/Province(Non-US or Canada):
 Billing Zip/Postal Code:
 Billing Country: USA

CVV Code: [What is a CVV Code?](#)

IACRAO is using the credit card processing services of 123Signup. I hereby authorize 123Signup to charge this transaction to my credit card. I understand that my credit card statement will show this transaction as a charge from 123Signup.

The refund policy is set by IACRAO. All refund requests will be referred to IACRAO before processing.

VISA   

Send Check

Complete the following fields and click the Pay by Check button. With this payment method, your membership request has been recorded. Upon receipt of payment, your membership will be confirmed.

Note:

The refund policy is set by IACRAO. All refund requests will be referred to IACRAO before processing.

[← Back](#)

Registration Powered by 123Signup

5. You will then be able to print a receipt for your records. Click Finish to complete your membership renewal. The Primary Member will also receive an email renewal confirmation.

Adding new members after you renewed your institution

If you have completed your institution's renewal for X number of people, and want to come back later and add people on a one-off basis during the same year, click on the link below:

<https://www.123signup.com/enroll?org=iacrao&type=4>



Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, IL 60625
Phone: 773-442-4029 Fax: 773-442-4020
D-Weber3@nelu.edu

For best results, please use the Back button within the form below to go back to a previous screen.

Please enter your email address and click the Next button to continue.

Enrollment

* Email:

◀ Back Next ▶



Registration Powered by 123Signup

Copyright ©1998-2013 123Signup AMS, Inc.

1. Enter in the email for the new member.
2. You will complete the information on the new member and

Profile Information

* Fields with this icon are required.

* First Name:

Middle Name:

* Last Name:

Institution:

Title:

* Phone:

Fax:

Your password must be at least 8 characters and must contain at least one uppercase letter, one lowercase letter and one number. Special characters are not allowed.

* Create Password:

* Confirm Password:

* Mailing Address:

Address (cont.):

* City:

* State/Province:

* Zip/Postal Code:

You can view the District Map at http://www.iacrao.org/Member_Institute/

* District

Northeast Northwest West Central East Central

Southern

Demographics (Optional)

African American Asian/Pacific Islander Caucasian Hispanic

Native American Other

* Please specify your email preference

Yes, I wish to receive email messages with general information as well as announcements, reminders and updates related to upcoming events from IACRAO.

No, please do not send email messages except reminders about events for which I am already registered.

3. The person will be added as an additional institutional member with the appropriate fee.



Northeastern Illinois University, 5500 N. St. Louis Avenue, Chicago, IL 60625
Phone: 773-442-4029 Fax: 773-442-4020
D-Weber3@nelu.edu

Additional Institutional Member

You have made the following selections. Click the Back button to change the selections.

Click the Proceed to Checkout button to continue to the payment page.

Name	Item	Action	Fee
Lauren Nehlsen	Membership Fee	Added	US\$ 15.00
Total:			US\$ 15.00

Refund Policy: The refund policy is set by IACRAO. All refund requests will be referred to IACRAO before processing.

◀ Back



Registration Powered by 123Signup