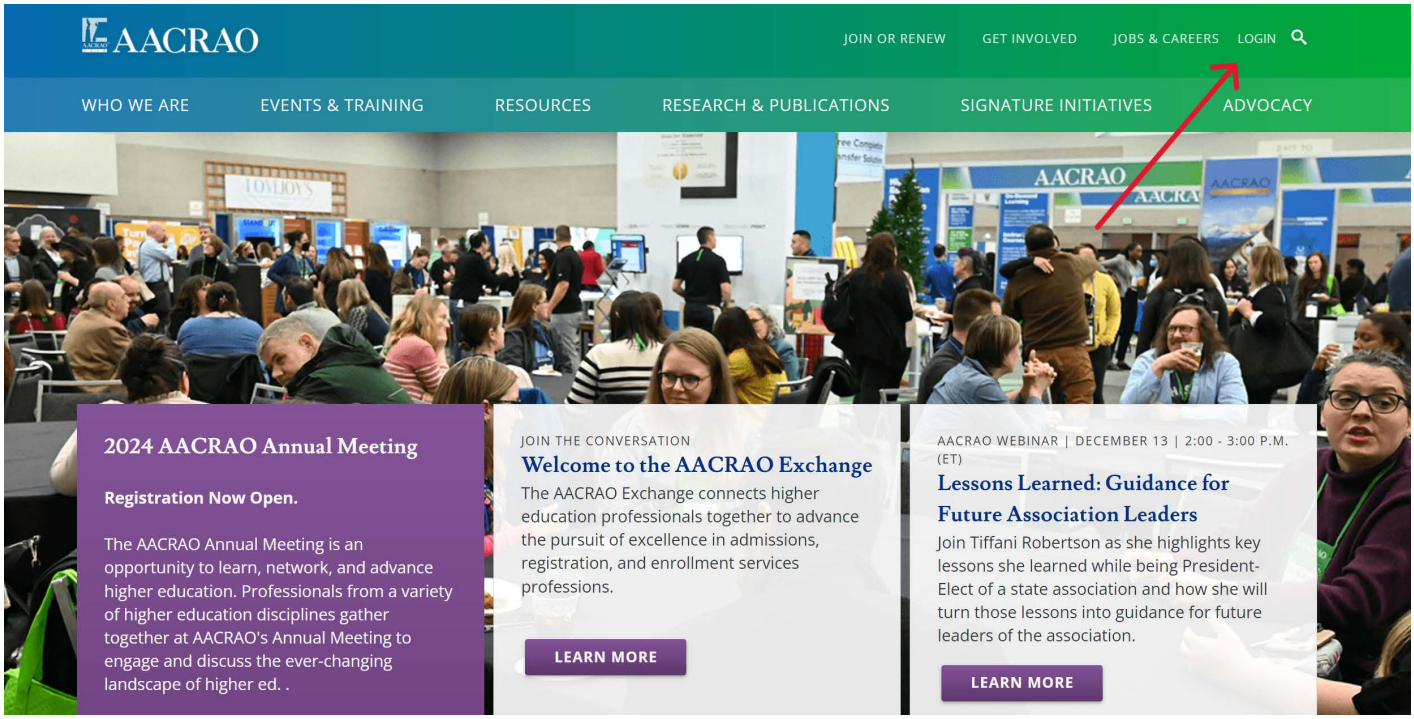
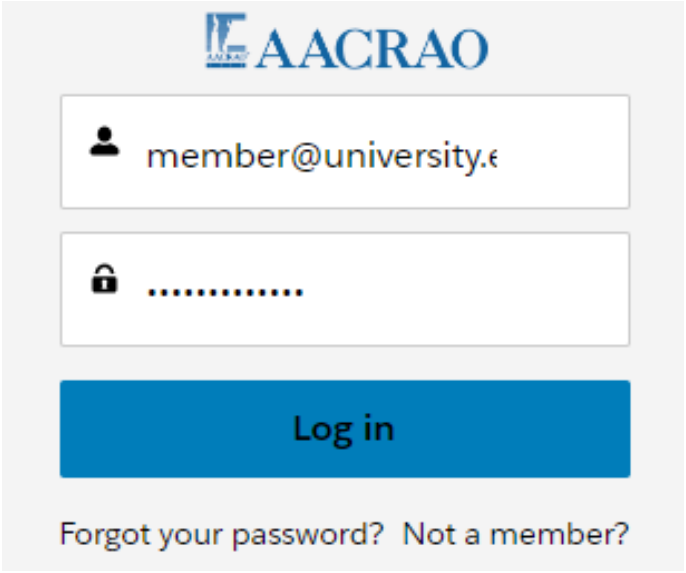
How to view and update your online roster

Primary Contacts are the only roster members with access to make changes to the online roster

Step 1: Log in to your account through the AACRAO homepage. Your username should be your work email.

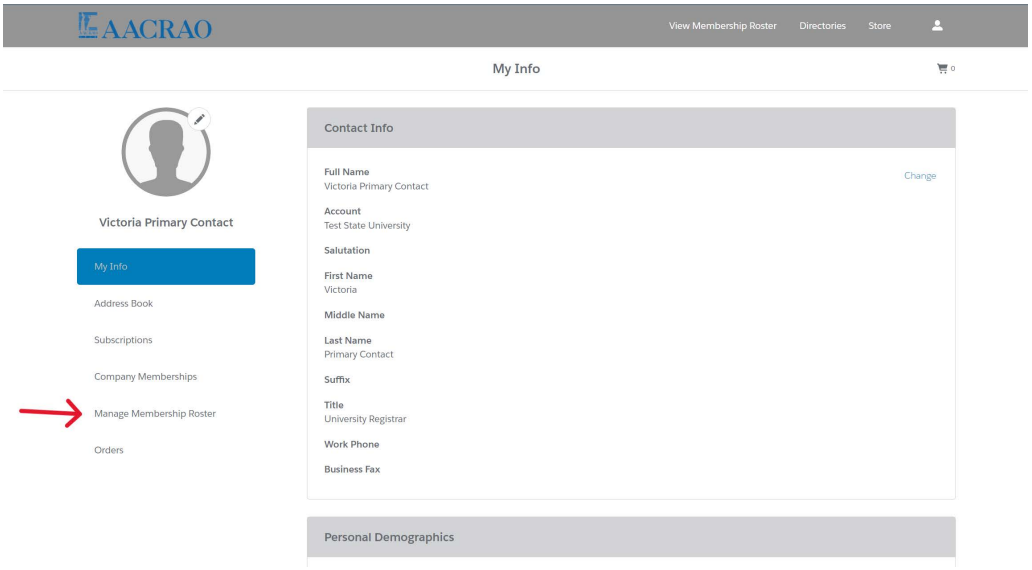




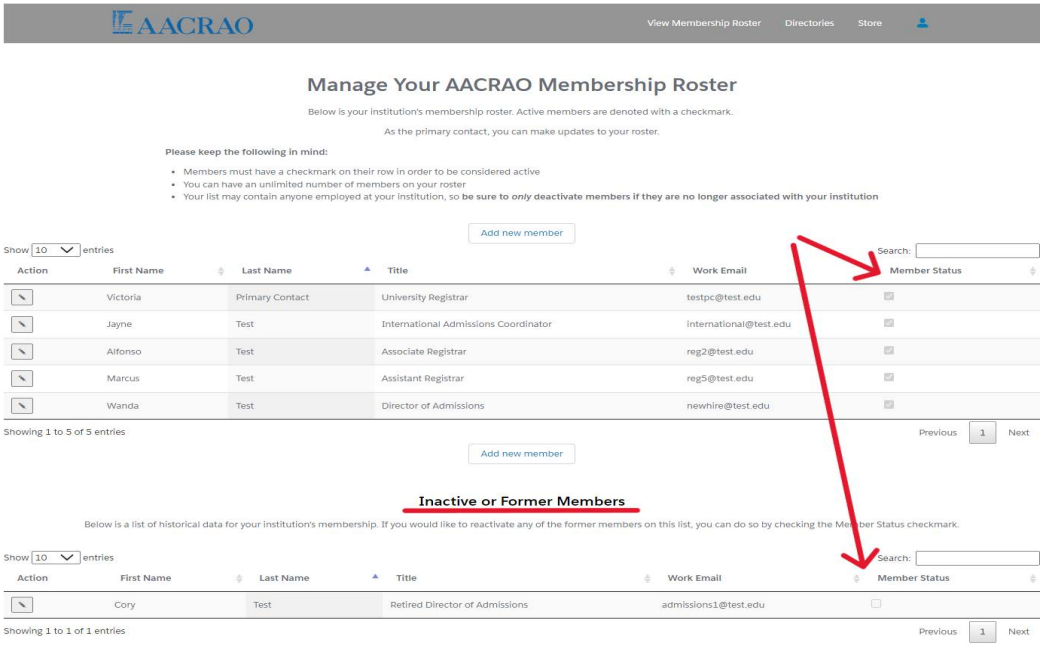
AACRAO

Step 2: After logging in, you will be taken to your personal Profile page. From there you can select the "Manage Membership Roster" tab on the left to view and make changes to your institution's membership roster.

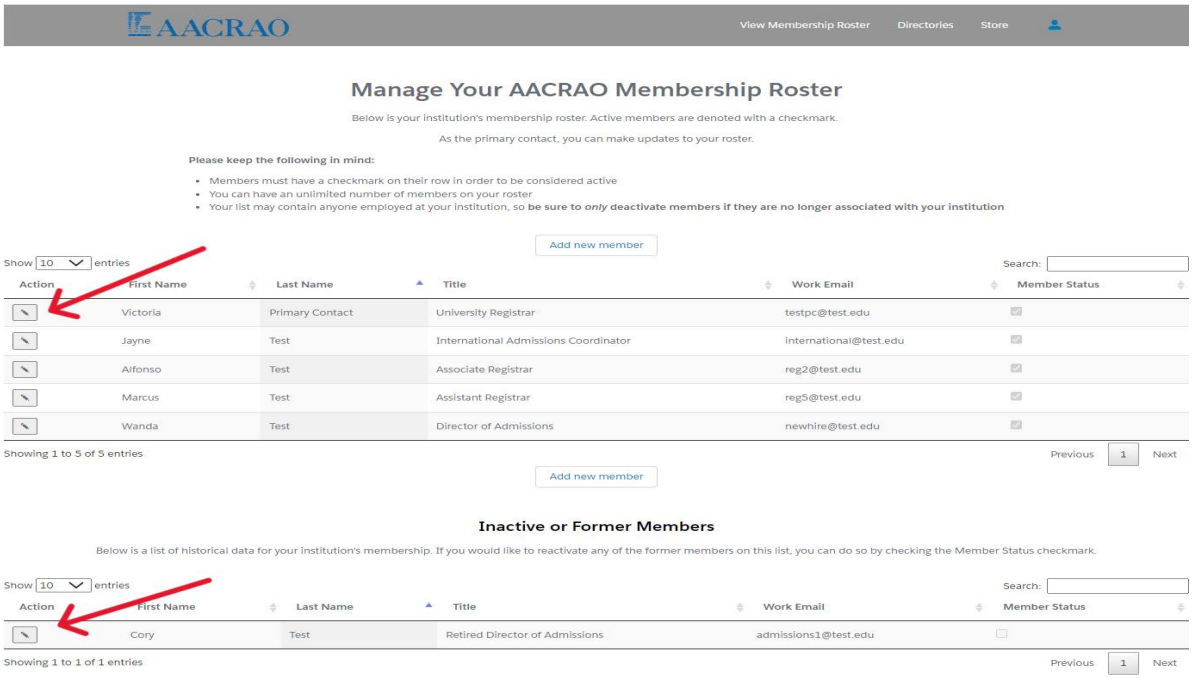
If you do not see this option, then your annual membership has not yet been renewed



Step 3: This page shows all of your institution's contacts in AACRAO's system. Notice that there are two sections with the bottom one being labeled "Inactive or Former Members." If an individual has a check mark in the right most column, then their membership status is active and they will appear in the top section. If the check box is unmarked, then that individual is eligible for member benefits, but they are not currently active and will appear in the bottom.

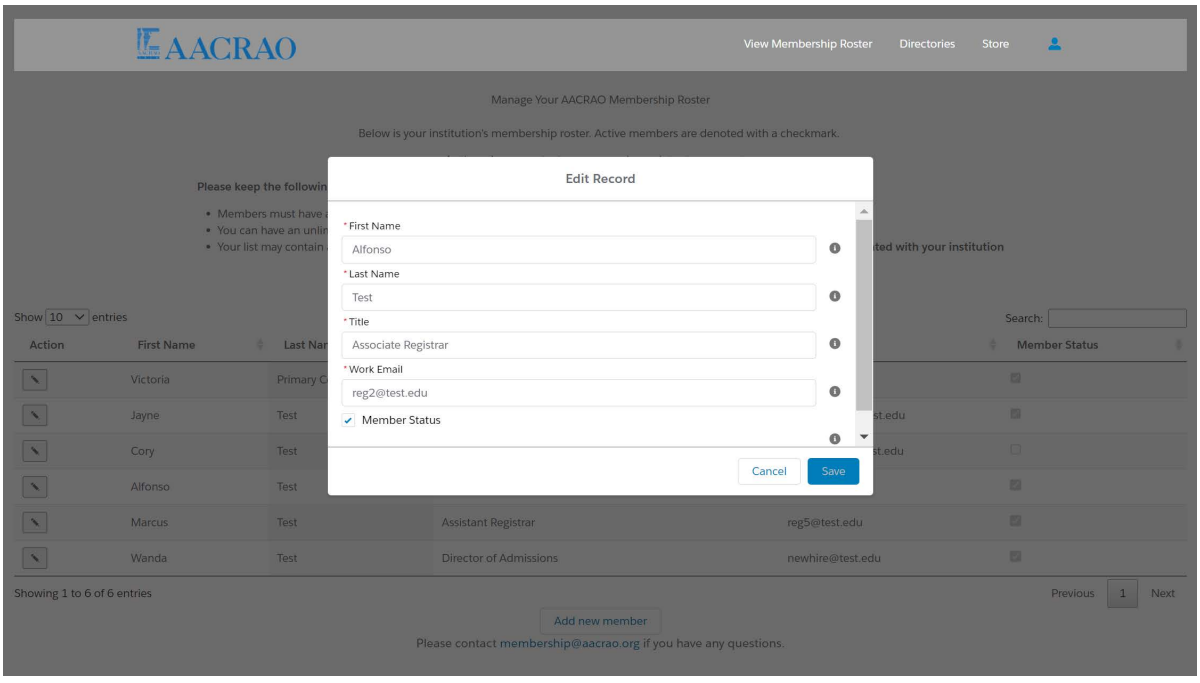


Step 4: In order to edit a contact for an individual that's already in the system, including changing their "Member Status" checkbox, simply click on the pencil icon next to the individual's name.

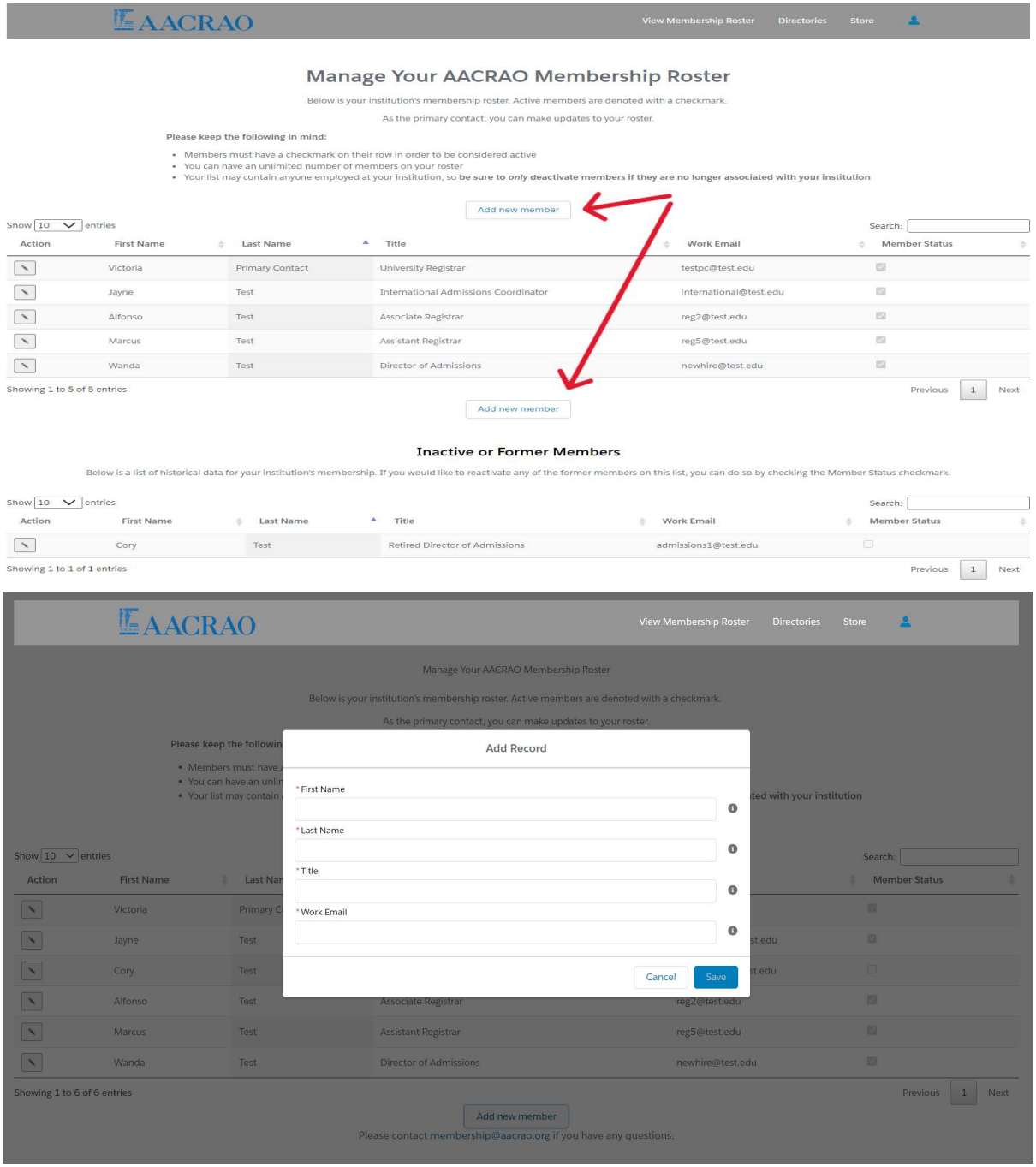


Step 5: You can now make changes to any of the available fields. Remember, only contacts with a check in the "Member Status" box at the bottom will receive member benefits.

***Please only deactivate contacts if you know that they are no longer with your institution. AACRAO retains all contacts for historical data so your bottom list may show contacts that are no longer with your institution. ***



Step 6: An unlimited number of individuals can be added to your roster at no additional charge. To add someone, simply click on either of the "Add new member" buttons and then fill in the individual's information in the pop-up window. By default, the "Member Status" box is automatically checked for all new contacts.



If you have any issues during this process you can contact our office by phone at (202) 355-1040 or by email at membership@aacrao.org for further assistance.