MEMBERSHIP RENEWAL INSTRUCTIONS

RENEW MEMBERSHIP

Once you log in, you will be directed to your Welcome Page. Click the MEMBERSHIP RENEWAL link in the Members-Only Pages box, to process your renewal. If membership updates are required for your organization, see "Verify Membership Information" below.

VERIFY MEMBERSHIP INFORMATION

NEW FEATURE: Changes in deans can be entered into the database by the billing contact. You can now add, remove, and edit individuals. VERIFY MEMBERSHIP INFORMATION by logging into your billing contact's membership account. Next, click the link at the top left area of your Welcome Page, "Org Profile," and then "Individuals" on the next page, members of your decanal team can be updated here. Do not overwrite member information but instead use "Add New" and click the X to "Make Inactive." *Note* that associate and assistant deans are eligible for membership at no additional charge. *Note* that if you make a dean who was listed as a billing contact inactive, you will first have to add the new dean and designate them as billing contact. Please make sure to provide the new dean's name, title, email, and academic discipline. To add them to the listserv, click "edit" individual, "settings", then "directory settings" and click "all directories" for each one listed. If your university has more than one college, make sure to edit that individual's address and under the "location" tab select the college they belong to.

PROCESSING PAYMENTS

To pay online: Payment must be made by credit card: you can renew online by logging into your billing contact's membership account. You will receive an e-receipt immediately upon renewal.

To pay by mail, please send a check to the address listed at the bottom of this notice.

NOTE: If your institution has multiple CCAS member colleges/schools, only one is designated as the paying unit/billing contact. If the billing contact has changed to another unit, please write us at connect@ccas.net and we would be happy to change that for you.

USERNAME & PASSWORD

If you do not remember your username and/or password, click LOGIN on the CCAS home page www.ccas.net, then "Reset Password" link, and your username as well as instructions for changing your password will be sent to the email address associated with your membership profile.

If you have any questions, please contact us at connect@ccas.net.

INVOICE

Click here to obtain invoice. If you need a more detailed invoice or specific information included, please follow these steps:

Once you log in, you will be directed to your Welcome Page. Click the MEMBERSHIP RENEWAL link in the Members-Only Pages box, to process your renewal. Instead of filling out your credit card information, click "invoice" and submit. It will automatically generate a detailed invoice for you.