


Members-Only Pages
<a href="#">A Self-Assessment Guide for Colleges of Arts &amp; Sciences</a>
<a href="#">Board Policies</a>
<a href="#">Liberal Arts &amp; Sciences FAQs</a>
<a href="#">ListSrv Discussions by Topic</a>
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<a href="#">Membership Renewal</a>

## HOW TO RENEW YOUR MEMBERSHIP


Only the member listed as the billing contact can renew membership.

1. Log in. On the 'Welcome Members' page find the 'Members-Only Pages' box. Click the **MEMBERSHIP RENEWAL** link (see graphic) to process your renewal.

## PAYMENT INFO

 PAY ONLINE with a credit card by logging into your billing contact's membership account (see instructions above). An e-receipt will be sent immediately upon renewal.

SEND A CHECK BY MAIL TO:

 Council of Colleges of Arts & Sciences  
1935 County Road B2 W, Suite 165  
Roseville, MN 55113

NOTE: If your institution has multiple CCAS member colleges/schools, only one is designated as the billing contact. If this has changed to another unit please contact us at [connect@ccas.net](mailto:connect@ccas.net) and we will happily update it for you.

<a href="#">Home</a>   <a href="#">Profile</a>   <a href="#">Org Profile</a>   <a href="#">Dire</a>
WELCOME MEMBERS
<b>CONTACT US</b>
Email: <a href="mailto:connect@ccas.net">connect@ccas.net</a>
Phone: (952) 641-3037
Address: Council of Colleges of Arts & Sciences 1935 County Road B2 W, Suite 165

## HOW TO UPDATE YOUR MEMBERSHIP LIST

Only the billing contact can add, remove and edit members

(unless otherwise specified by billing contact, see instructions below).

Associate and Assistant Deans are eligible for membership at no extra charge.

1. Click **ORG PROFILE** at the top left of the 'Welcome Members' page (see graphic).
2. On the 'Profile' page click on **INDIVIDUALS** and update the member list.  
IMPORTANT: Don't overwrite member info, make a member inactive by clicking the X and use the **ADD NEW** link for new members.
3. To add members to the listserv click **EDIT > SETTINGS > DIRECTORY SETTINGS > ALL DIRECTORIES**.

## NOTES

- **Universities with more than one college**—Change individual addresses by clicking the **LOCATION** tab and selecting the college to which they belong.
- **Add a college**—**ORG PROFILE > CONTACT INFO** and scroll to the bottom and click **ADD NEW** under 'Locations'
- **Change a billing contact**—Before making the billing contact 'inactive' you must first designate a new billing contact.
- **Give editing privileges to another person**—designate a fellow dean, associate dean, or assistant dean the ability to edit the member list (in addition to the billing contact). Click **EDIT**, then scroll down to the bottom and click the button **CAN EDIT INDIVIDUALS** from **NO** to **YES**. Note that this will not give them permission to handle renewals which must still be done by the billing contact.

## INVOICE HELP

Click [HERE](#) to obtain an invoice. If you need more details or specific information please contact [connect@ccas.net](mailto:connect@ccas.net).

## FORGOT USERNAME OR PASSWORD

On the home page ([ccas.net](http://ccas.net)) click [LOGIN](#) > **RESET PASSWORD LINK** and instructions will be sent to the email address associated with your membership profile.

## QUESTIONS?

Contact us at [connect@ccas.net](mailto:connect@ccas.net)

*Help us continue to Empower Deans to Lead*