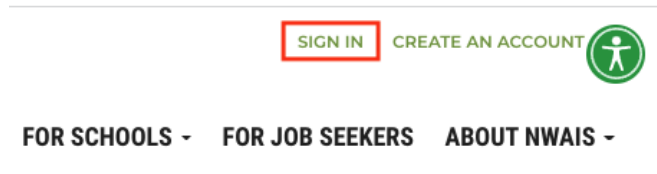


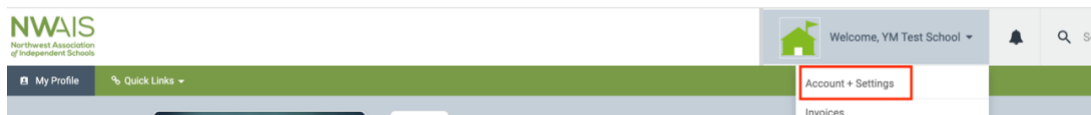
Overview of the Member Profile within the NWAIS portal

To access and edit a **Member Profile** on the NWAIS website:

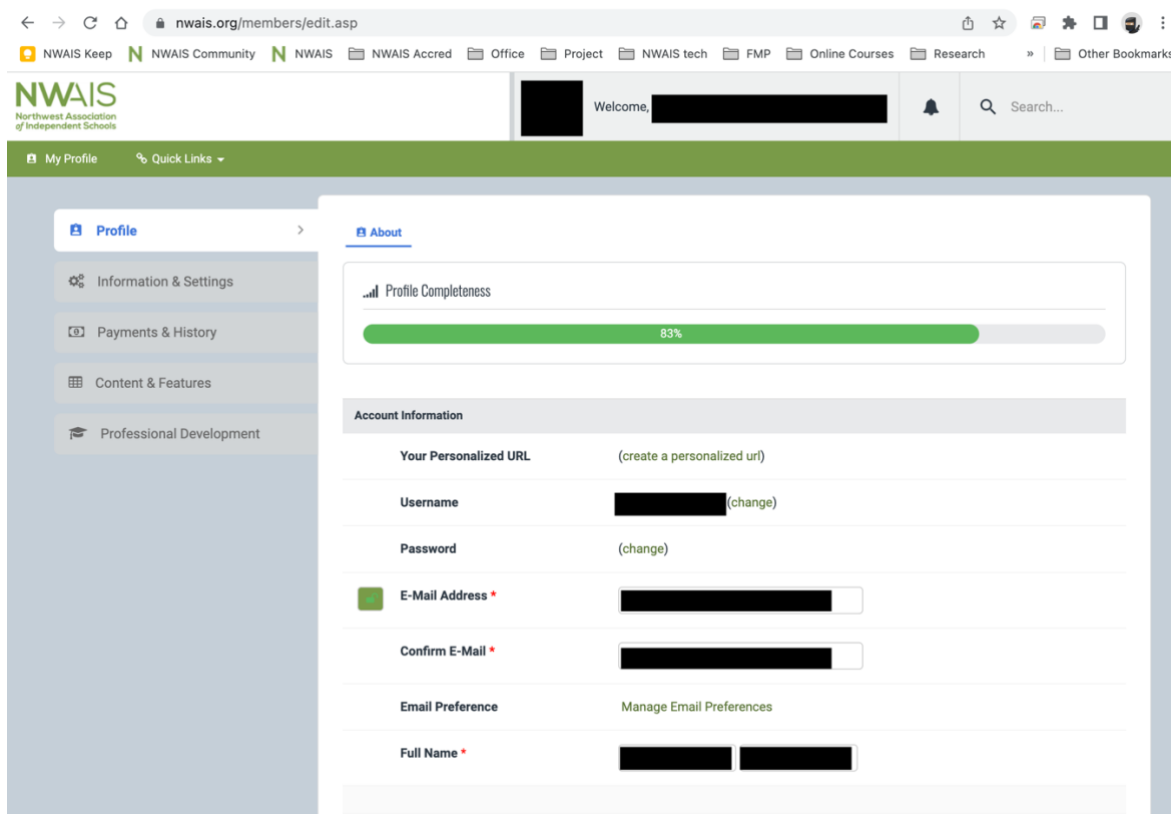
1. On the NWAIS homepage (nwais.org), you first need to Sign in using your Member Employee user name and password.



2. If you do not immediately see your account settings tabs, you can go to your member Welcome tab on the upper right-hand corner and select Account + Settings from the drop-down menu.



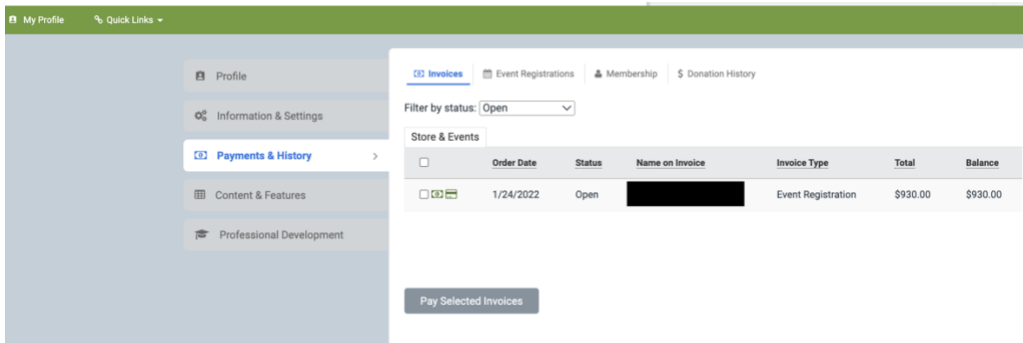
3. To edit your profile, select the **Profile** tab. Review your profile to make sure all info is accurate, email preferences and update your account password.



4. Select **My Profile** on the upper left corner to review what's visible to other members.

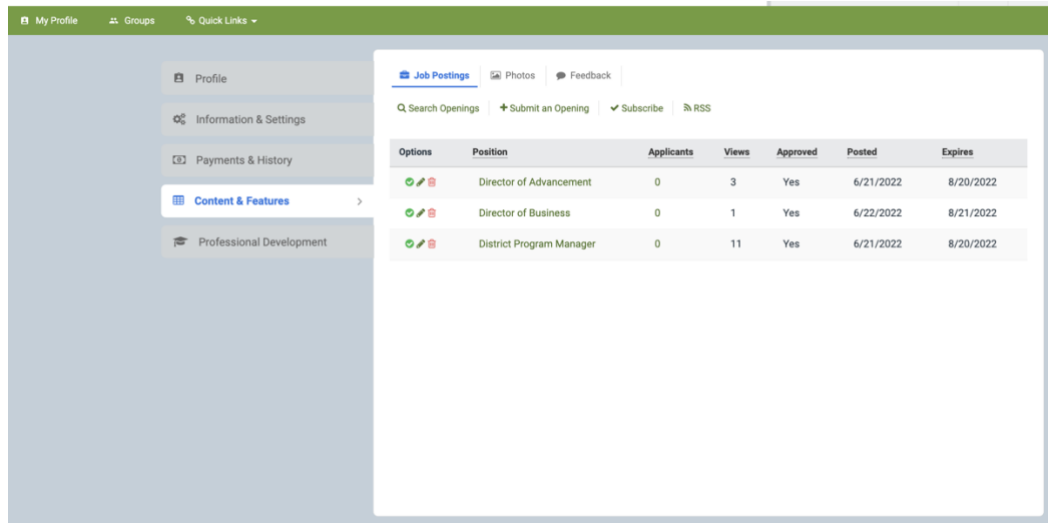
5. Ignore the **Information and Settings** tab as we do not use this feature for individual members.

6. Select the **Payments and History** tab to review any open invoices such as event registrations.



Store & Events	Order Date	Status	Name on Invoice	Invoice Type	Total	Balance
☐	1/24/2022	Open	[REDACTED]	Event Registration	\$930.00	\$930.00

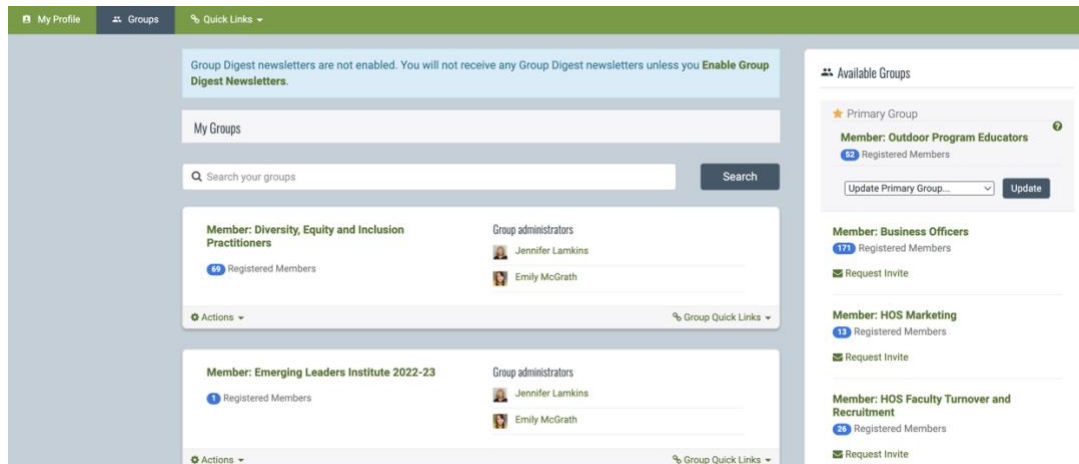
7. Select the **Contents and Features** tab to add, edit or deactivate job postings. **Note:** Job postings can only be edited under the profile of the original job poster. Member employees of Member Schools can post jobs. You are responsible for obtaining permission from your school to post jobs for your school. (Not available to Member Non-employees such as Board Trustees.)



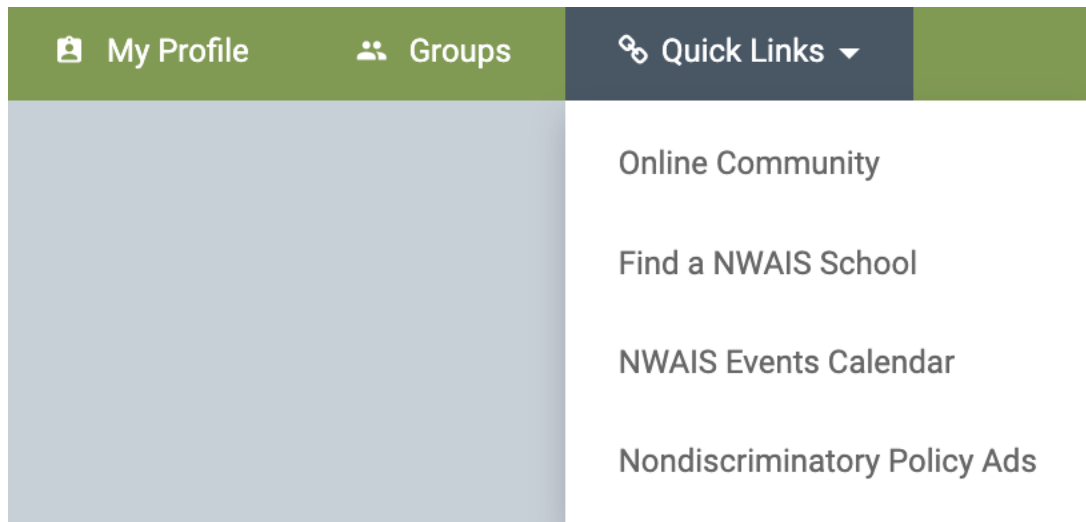
Options	Position	Applicants	Views	Approved	Posted	Expires
 	Director of Advancement	0	3	Yes	6/21/2022	8/20/2022
 	Director of Business	0	1	Yes	6/22/2022	8/21/2022
 	District Program Manager	0	11	Yes	6/21/2022	8/20/2022

8. The **Professional Development** section is for Member employees to track professional development if you so desire. Note: Clock hours for NWAIS events are managed separately.

9. Under **Groups** you will find a list of the current groups you belong to in Breezio, [our online community](#), and groups that are available for you to join or request to join.



10. Under **Quicklinks** in the upper left side of the screen, you will find links to the NWAIS online community, school directory, NWAIS Events, and the Nondiscriminatory Policy Ads for NWAIS schools.



Note: If you have any questions or need help with your school profile, please contact tech@nwais.org.