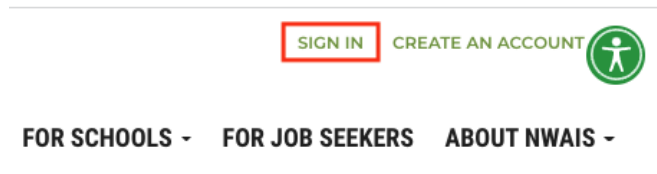


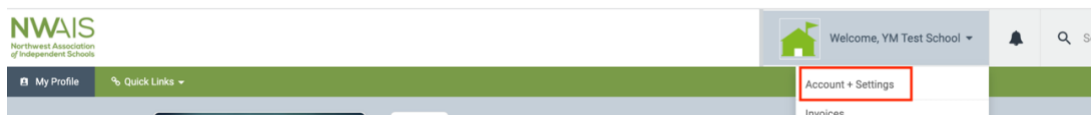
Overview of the Member School Profile within the NWAIS portal

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

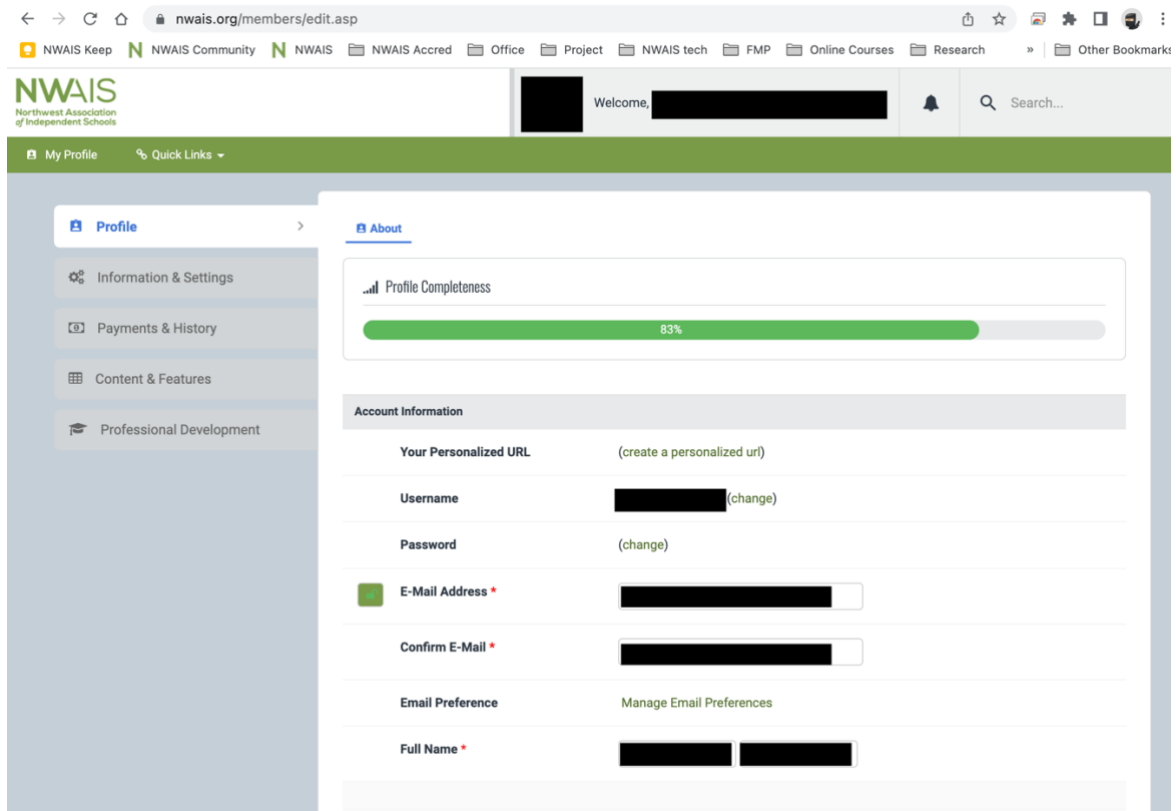
1. The Head of School is the official point of contact and has the credentials to access and edit the NWAIS Member School account. On the NWAIS homepage (nwais.org), you first need to Sign in using your Member School user name and password.



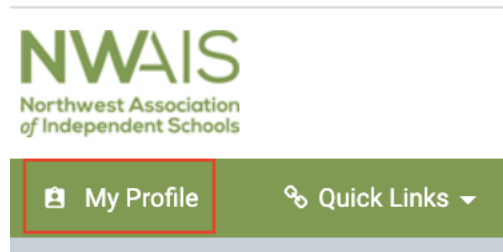
2. If you do not immediately see your account settings tabs, you can go to your member Welcome tab on the upper right-hand corner and select Account + Settings from the drop-down menu.



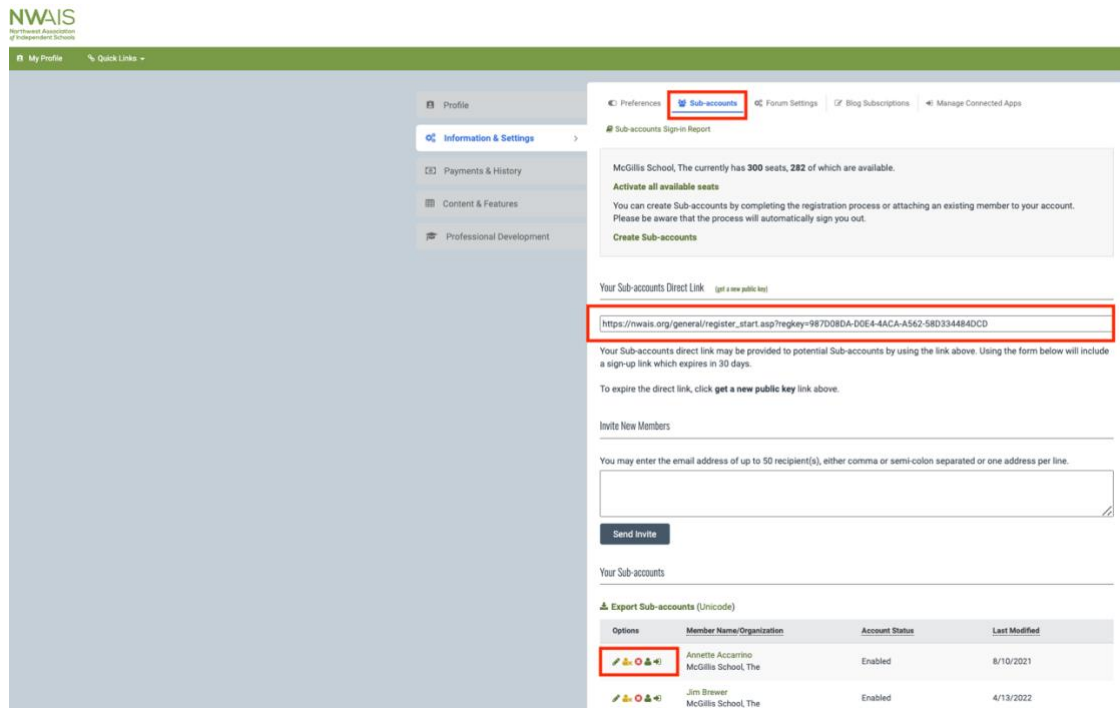
3. To edit your school profile, select the **Profile** tab. Review your school profile to make sure all info is accurate and update your account password.



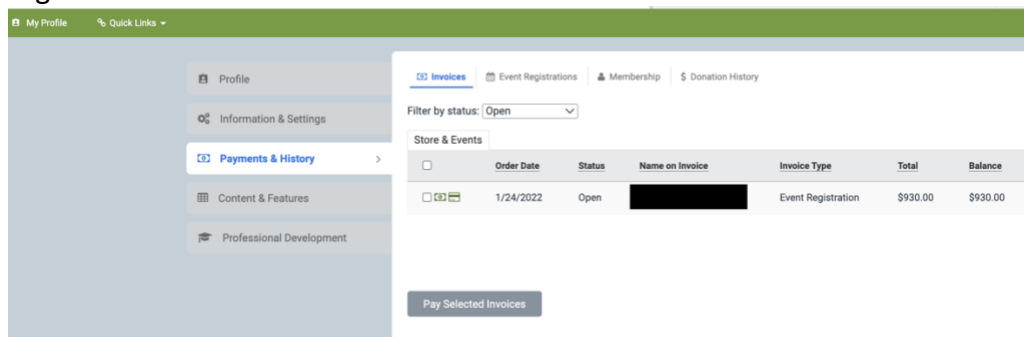
4. Select **My Profile** on the upper left corner to review what's visible on the public website.
Note: To update a school logo, you will need to contact tech@nwais.org.



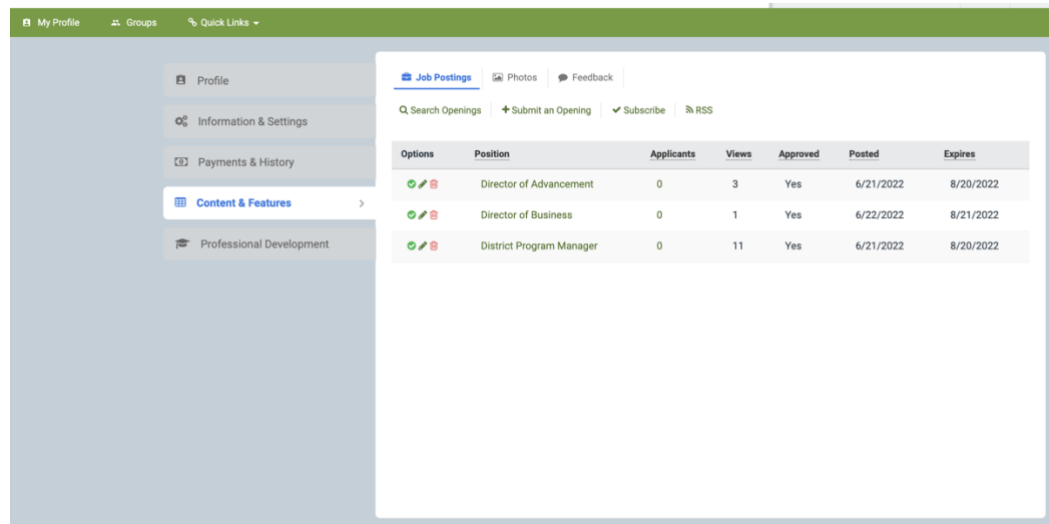
5. Select the **Information and Settings** tab to add/invite/edit/suspend sub-accounts (Member employees and non-employees such as board members). We suggest that, to add your school employees/non-employees to your school account, you send them the direct link listed under Sub-accounts to create an account under your master account.



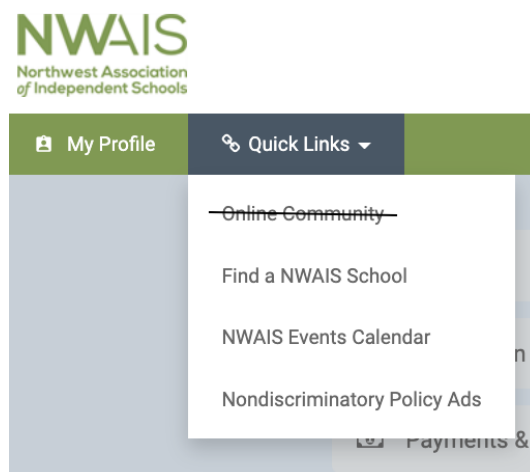
6. Select the **Payments and History** tab to review any open invoices such as dues or event registrations for sub-accounts.



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. Sub-accounts of Member Schools have access to post jobs. It is your responsibility to enforce any policy otherwise.



8. Ignore the **Professional Development** tab as that is for Member Employees.
9. Under **Quicklinks** in the upper left side of the screen, you will find links to the NWAIS school directory, NWAIS Events, and the Nondiscriminatory Policy Ads. **Note:** The Online Community is for individual Member Employees, Member Non-employees and Guests. You should not attempt to login or join a discussion from this organization account.



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