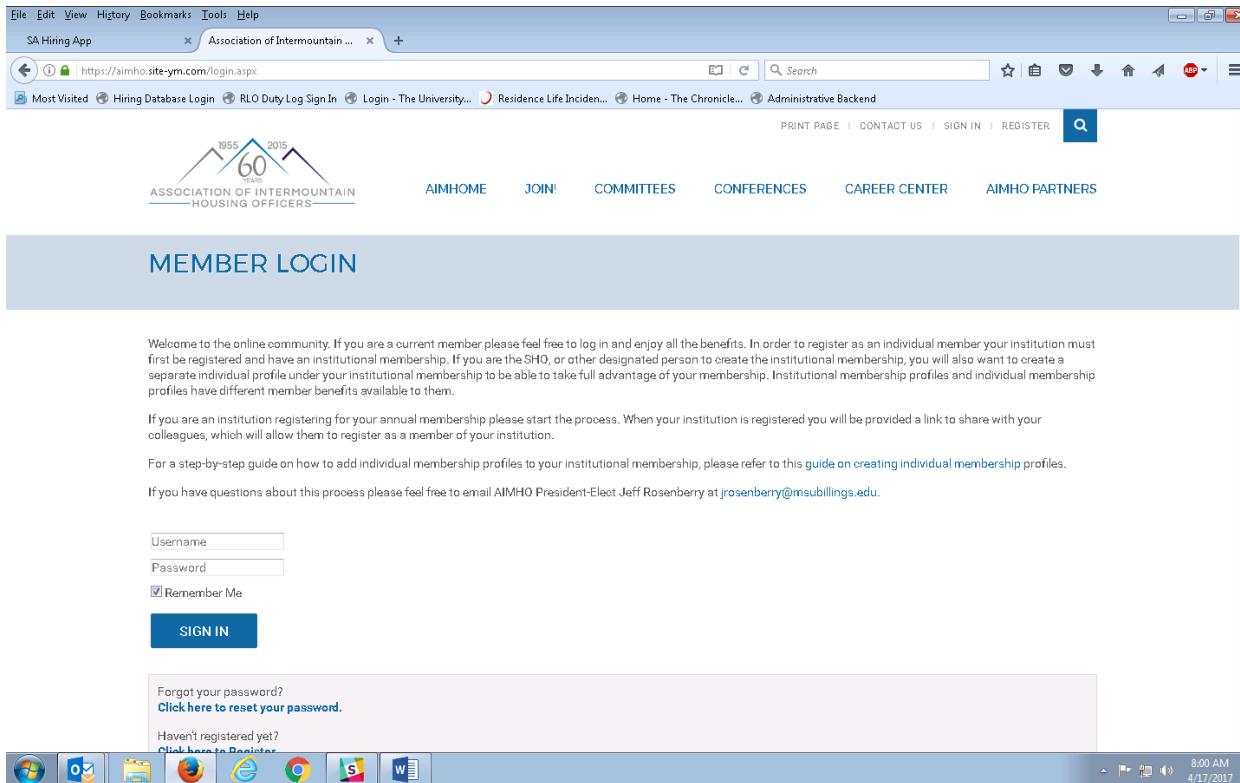


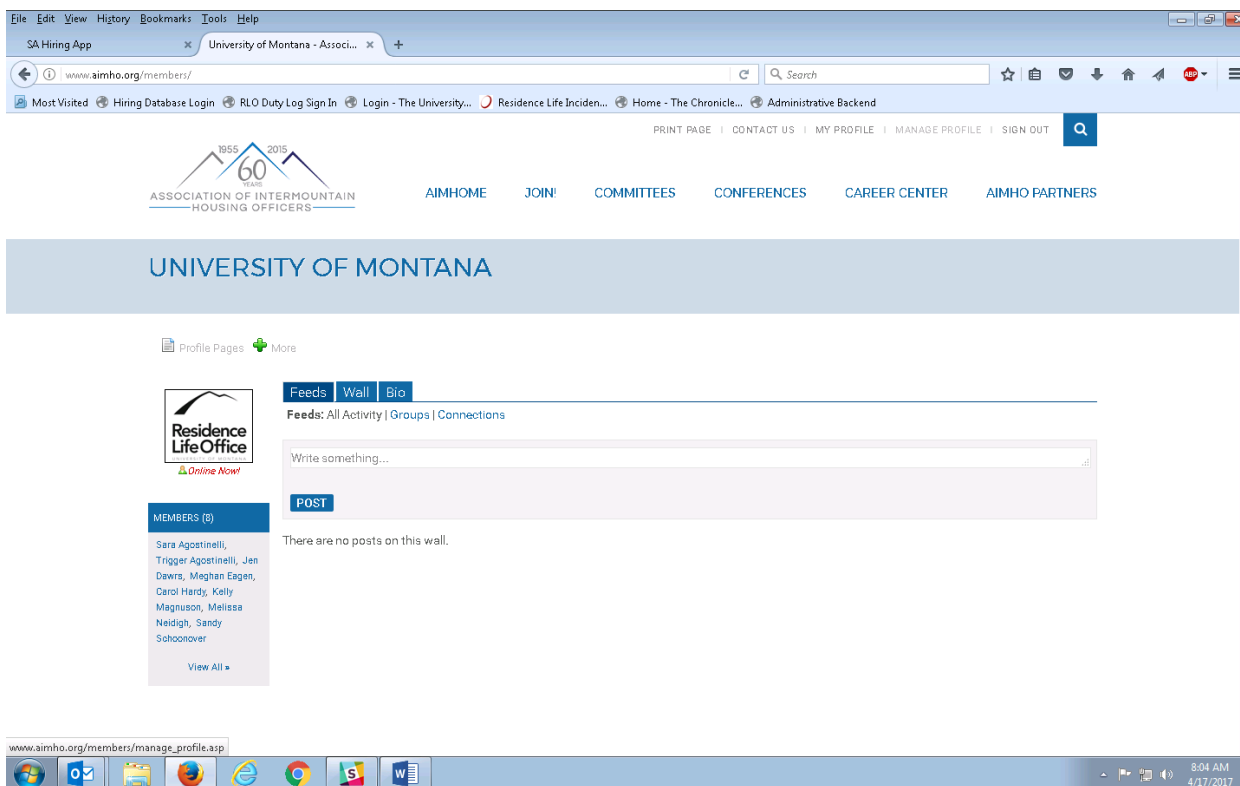
# Adding Staff to AIMHO Membership

## Step 1: Log into your Institutional Membership Account



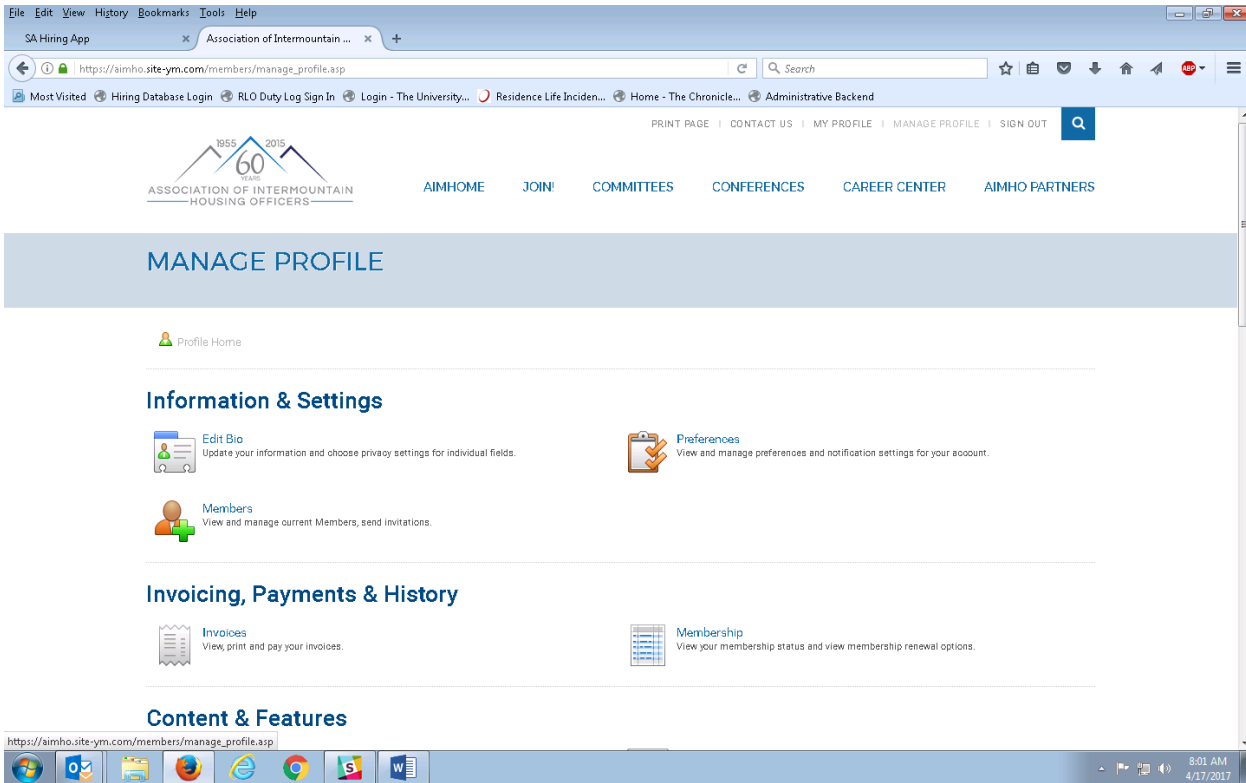
The screenshot shows a web browser window with the URL <https://aimho.site-ym.com/login.aspx>. The page features the AIMHO logo (Association of Intermountain Housing Officers) and a navigation menu with links for AIMHOME, JOIN, COMMITTEES, CONFERENCES, CAREER CENTER, and AIMHO PARTNERS. A prominent blue banner reads "MEMBER LOGIN". Below the banner, there is a welcome message and instructions for logging in. A login form includes fields for "Username" and "Password", a "Remember Me" checkbox, and a blue "SIGN IN" button. Links for "Forgot your password?" and "Haven't registered yet?" are also present.

## Step 2: Click on 'Manage Profile' in the top right corner



The screenshot shows a web browser window with the URL [www.aimho.org/members/](http://www.aimho.org/members/). The page displays the "UNIVERSITY OF MONTANA" profile. The navigation menu includes "MY PROFILE" and "MANAGE PROFILE". The profile page shows a "Feeds" tab selected, with a "Write something..." text area and a blue "POST" button. A list of members is visible on the left side, including Sara Agostinelli, Trigger Agostinelli, Jen Dawra, Meghan Eagen, Carol Hardy, Kelly Magnuson, Melissa Neidigh, Sandy Schoonover, and a "View All" link. The bottom of the page shows the browser's taskbar and system tray.

### Step 3: Click on 'Members' under Information and Settings



**Step 4:** You can now either copy and paste the "Direct Link" into an email to send to your staff members, or you can enter your staff members' email addresses into the "Invite New Members" section and send them an invite through YourMembership. This will allow them to make an individual account that is under your institutional account.

