I A S B O
MEMBER GUIDE

Updated October 2022
IASBO works to engage, advance, and empower successful Indiana school business officials through innovative, relevant programming.
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JOINING IASBO

If you are not currently an IASBO Member, follow the process below to create an online profile account.

- Visit the IASBO Homepage
- Hover over “Membership” tab on the website navigation menu and select “Join Now” -or- Click “Join Now!” on the top right corner of your screen
- Determine the type of membership that best fits your needs and follow the instructions on screen
- Remember to write down the Username and Password you choose so you can access your account again

If you are unsure of the type of membership to select, email eadamson@indiana-asbo.org for more information.

If you are a business/sponsor, visit the Business Membership & Sponsorship page by selecting “Membership Opportunities for Businesses” under the Membership tab of the site navigation menu.
Go to the IASBO Homepage

Click “Sign In” on top right corner of window

Enter your Username & Password

Once on your profile, use the header navigation menu under “Welcome, Username” and select “Account + Settings” to access your member account

Navigate your account using the navigation menu on the left side of your screen

- **Profile**: Update your personal information
- **Information & Settings**: Update your member profile preferences including: email notifications, forum settings, etc.
- **Payments & History**: View event registrations, open & paid invoices, membership info
- **Content & Features**: N/A
- **Professional Development**: View IASBO Certification Track credits, export/print/email Certification Transcripts
REGISTER FOR IASBO PROFESSIONAL DEVELOPMENT EVENTS

- From the IASBO Homepage, select “Calendar of Events” under the “Professional Development” tab on the navigation menu
  - You can also view upcoming events on the bottom right side of the homepage

- Select the correct event from the Event Calendar
- Click the green “Register” button
- Sign into your IASBO account

- Follow the instructions on the bottom of your screen to complete registration
  - Select Member & Click “Next”
  - Enter or Update Attendee Info & Click “Next”
  - Confirm Course Selection & Click “Save & Finalize Registration”

- Complete Checkout Information
  - Confirm recipient information is correct
  - Enter payment information
  - Select “Bill Me” to access a printable invoice that can be submitted to your Accounts Payable Office. Complete billing information.
  - IASBO does not mail invoices to your office
  - Enter credit card information to pay with credit card

- Click “Proceed to Confirmation”
- Verify information is correct and click “Complete Order” button to complete the checkout process.

To check your current event registrations, visit the “Payments & History” portion of your Account.
To access event invoices, select "Invoices" tab.
- Use the "Filter by status" drop down menu to filter by status (Open, Processed, Pending, Cancelled).

To access membership dues invoices, select "Membership" tab.

To Pay Via Credit Card:
- Select open invoice(s) and click "Pay Selected Invoices".

To Pay Via Check:
- Click the Invoice icon next to the order selection checkbox to view/print your invoice.

If your invoice was created before 8/1/2022 and does not populate in this tab, you may have previously selected "Bill to Master" when registering for an event. In this case, email sadamson@indiana-asbo.org to receive a copy of your invoice(s).
To access your professional development credit history, select “Professional Development” left navigation menu in your IASBO account.

Select the “Journal Entries” tab to view your IASBO Certification Credits.
- Each item represents an approved credit towards your IASBO Certification, including their expiration date.
- Use filters to narrow your results.
- You can export, print, or email your credit history by clicking the related icons.

Keep track of your Certification progress using your track-specific credit tracking form. Click below to be taken directly to the selected form.

- Chief Business Officer
- Assistant Chief Business Officer
- Business Office Specialist
- Facilities Director
- Human Resources Specialist
- Transportation Director

Click here for program information, applications, and documents.

If you believe you are missing credit for an IASBO Certification Course, please email lmullen@indiana-asbo.org.
IASBO sends updates, relevant news, and other communications through your account messaging portal.

To view IASBO messages, login to your IASBO account and select “Messages” on the header navigation tab.
Colleague2Colleague (C2C) is IASBO’s private online community where our members can connect with one another to share information, documents, questions, and solutions with other members across Indiana. C2C Communities have been set up for each IASBO Region.

C2C is strictly for school business officials. This is not a site for business advertisements.

Access to C2C is tied to your IASBO profile account.

To access IASBO C2C, click here
-or-
Visit the IASBO Homepage, hover over the Resources tab on the navigation menu, and click on Colleague2Colleague

- Click Sign In on the top right corner of your screen
  - This will navigate you back to the IASBO login screen.
- Enter your IASBO login information
  - Once logged in, you will be taken back to C2C automatically
COMMUNITY TYPES

- **Regional Communities**: For members of your Indiana School Region to connect
- **Statewide Forum**: For members across the state to discuss a variety of topics
- **Job Openings**: For members to post and view job openings across the state of Indiana
- **Topic-Specific Communities**: i.e. HR and Grants Management

To view member communities and access discussions, click “Communities” on the navigation menu.

- To join new or view all communities, select All Communities
- To view your communities, select My Communities

Follow on-screen instructions to add discussion posts, share files, or access information within each community.
Q: How are member dues calculated?
A: IASBO dues are calculated at \(0.001 \times\) your annual salary or $40, whichever is greater per calendar year. Dues are calculated upon registration. IASBO Memberships run on a calendar year basis (January-December).

Q. How do I check my event registrations?
A. To view your event registrations, login to your IASBO Online Profile and visit the “Payments & History” tab.

Q. Do I have open invoices on my account?
A. To access your open invoices, login to your IASBO Online Profile and select “Payments & History” on the left navigation menu. If your invoice does not populate in this tab, email sadamson@indiana-asbo.org to receive a copy of your invoice.

Q. How do I view my completed IASBO courses and credit history?
A. To view your completed courses and credit history, login to your IASBO account and visit the “Professional Development” tab. Select “Journal Entries” to view your certification credits.

Q. Which courses do I need to complete my Certification Track?
A. Keep track of your Certification progress by downloading your track-specific transcript form HERE. To access your completed courses and credit history, follow the instructions listed HERE.

Q. When did my certification track start and/or when does it expire?
A. Your enrollment and expiration dates are included in the Professional Development portion of your IASBO Account. Follow the instructions HERE to access your IASBO Certification Credits.

Q. I've completed my Certification Track, now what do I do?
A. Email lmullen@indiana-asbo.org with your completed Certification Tracking Form – blank forms available HERE – so that IASBO can verify the completion of your certification.

Once verified, IASBO will send you an official certificate, as well as letters from the Executive Director to your Superintendent and Board President if applicable.