

Program Memberships

A program membership allows a university to house several faculties on the same membership account. The program membership should be managed by a school administrator who will be responsible for membership dues and faculty management.

Note: The administrator is responsible for ensuring faculty successfully add themselves to the school's account and the removal of expired faculty throughout the year. Please use the steps below to successfully manage your account.

Managing your Program Membership

Updating Admin Contact Information

- Log into your account (if you don't know the username/password please reach out to nonpf@nonpf.org)
- Under **My Profile** (right side of screen), click on **Manage Profile**
- Under Information & Settings, click **Edit Bio**
- Make the necessary edits and click **Save Changes**

View Active Faculty Members

- Log into your account
- Under **My Profile** (right side of screen), click on **Manage Profile**
- Under Information & Settings, click **Sub-Accounts**
- The blue highlighted section indicates how many seats have been paid for and how many seats are available. (Example: school currently has 4 seats, 2 of which are available)
- Faculty currently listed on the Program Membership account will be displayed at the bottom of the page

Inviting Additional Faculty Members to Join Your School Account

If you have seats available, you can add additional faculty using the steps below:

- Copy your **Sub-Account Direct Link** and email it to the faculty you wish to add
- You also have the option to enter the faculty member's email address in the text box titled, **Invite New Members**
- The faculty member will be successfully added once they have clicked the link and completed the instructions within that link
- Once they have joined, their name will be listed, at the bottom of the page, under **Your Sub-Accounts**

Removing A Faculty Member

- Scroll to the bottom of the screen where all Sub-Account members can be seen
- Each person will have 4 icons next to her/his name
- Click on the 2nd icon from the left (icon of a person with a blue shirt and red underscore) to “Detach” this person from the school’s account

Purchasing additional faculty member seats

- Select the **Store** button (at the top of the screen)
- Click on the **Purchase Additional Faculty** button
- Click on the black **View** button
- On the next screen, enter how many additional seats you would like to add in the **Quantity** text box
- Click on the **Add Item** button

Special Interest Group (SIG) - Adding a faculty member

- Please complete the [SIG Membership Form](#) and email the attached, completed form to Kendra Anderson, Program Director at kanderson@nonpf.org
- Faculty wishing to purchase additional SIG memberships can do so by visiting the NONPF store through their individual profiles