How do I update my institutional membership roster?

- Please visit www.facrao.org and login on the upper right-hand corner. If you have not set up a password, simply leave the fields blank and select Login to reset your username and/or password.

- Once you have logged in, you will see "Hello, My Name Is" nametag with your name and institution/organization. Below the nametag, there are four links: Member Search, Member Directory, My Profile, and Event Calendar.

- Click on My Profile
- On the next screen, hover your mouse over "My Profile" tab for a new menu
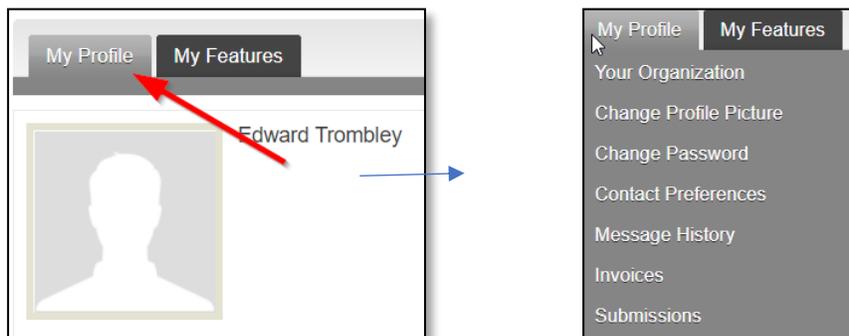
- Click on "Your Organization" from the menu
- You can update any necessary information for the organization itself on the profile page you just loaded
- To add, remove or update any individual profiles linked to your organization click on "Individual Profiles" on the menu

| Profile | Change Profile Picture | Contact Preferences | Message History | Invoices | Submissions | Individual Profiles |

- You can now assign who should be a key contact as well as unlink anyone who is no longer at your organization.
- You can also click on the profile name and update the individual's profile information

Contact Name	Key Contact	Member Type	Unlink
	OFF	Institution Member	Unlink
	ON	Institution Member	Unlink
	ON	Institution Member	Unlink
	OFF	Institution Member	Unlink

- To add a new individual profile, click on "Create Linked Profile". Please note the system will not email the individual he/she has been added. You will need to alert them of their new access. The new user can then reset their password and update his/her own profile.

Individual Profiles

Create Linked Profile
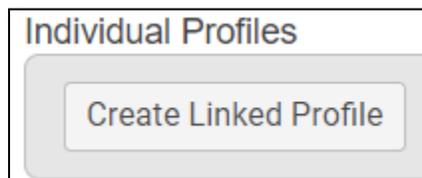
If you need any additional assistance please contact our
Vice President for Communication and Member Relations at memberrelations@facrao.org.