

NACE Member “You Need to Know” Website Info

Screen Resolution:

The website is best viewed with your screen resolution set to 1024 x 768.

To log-in as a member, your FIRST visit requires the following steps:

1. Click on the “Log –In” button in the membership box at the top right corner of the page.
2. Go directly to the “Forgot (or never knew) your password?” link at the bottom of the page.
3. On the next screen, enter your preferred email address. (*What is your “preferred” email address? You have designated either your work or home contact information to be your “preferred” contact information in your NACE membership record. The email address in your preferred contact area will be the one recognized by the website.*) If you receive a message that says the email you’ve entered does not exist, you will need to contact NACE Headquarters and have your email address updated in your record, and then complete this process.
4. You will receive an immediate email that contains a link to the password screen. Click on the link, or copy and paste into your browser.
5. The link will take you to a password screen, where you can enter a password of your choice. Once you’ve entered the password, you will be taken to your Member Profile screen.
6. If you forget your password, simply click the “Forgot Password” link again, and reset your password using this same process.

Chapter Leaders – Rosters

All chapter presidents and membership chairs have been given access to the chapter rosters. To access them, you need to:

1. Log-in as a member.
2. When you arrive at your member profile page, there will be a link in the top that says “View Chapter Rosters”. Click here.
3. You will be taken to a page for your chapter, and the full roster will display on the page, alpha by last name.
4. In the upper right corner, all the rosters variations are listed, and you can click to “view” or “download to excel” and save to your computer.
5. If you need to make adjustments to who has access to these rosters, let NACE headquarters know. The staff can add/delete users for you.

Chapter Leaders – Prospective Member Form

All chapter presidents and membership chairs have been given access to the prospective member form. Other chapter leaders needing access should have their president contact NACE Headquarters and request they be added.

This form is accessed in the Chapter section of the website. When logged into the site, click on the “Chapter Leaders” navigation bar on the left. The “Add Prospective Members” navigation bar will then display. Click here, and the page will display a form to complete. The prospective member will automatically be tagged for your chapter and will be added to your chapter’s prospective member report.

Directories

The website contains multiple directories, defined as follows:

1. The “public” directory, accessed on the homepage or the “Find A” page allows anyone to search by category of business and zip code. The search results are limited to prevent other entities from “borrowing” our entire membership list. It does include a web address, if one is entered in the member record. You can update or add your web address by logging-in, and clicking “Edit profile” from your member profile page.
2. The Member directory – functions exactly the same as the public directory, but as a logged-in member, provide more extensive contact information.
3. You have the option to do two things regarding these directories:
 - 1) You can exclude yourself from the public directory
 - 2) You can exclude your email address from the members-only directoryThese options are checkboxes located within your member profile page.

Please note: your full contact information, including email, WILL be included on chapter rosters, which is separate from these directories.

4. The Memberclicks directory is still active and can still be used. You will use the log-in for Memberclicks the same way you always have: your first name is your username and your Member ID is your password.

The Memberclicks directory is being kept active for the time being so that the broadcast email function can still be provided, until a broadcast email solution is found that can be integrated with the new database.

On-Line Renewal

Via your member profile, primary and affiliate members now renew membership on-line with a credit card. Corporate memberships are currently renewed as a group, so this is not an on-line option at this time.

