MEMBER LOGIN
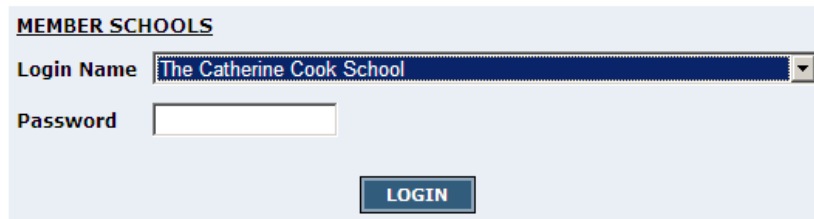
1. Click **MEMBER LOGIN** on the left side of the homepage, www.isacs.org.
   The login page will appear. At the top of the page, look for the light blue box:

MEMBER SCHOOLS

Login Name	The Catherine Cook School ▾
Password	

LOGIN

2. In the light blue box, select your school from the drop-down list next to **Login Name**.
3. Type in your school's 3-digit numeric **Passcode** (or email info@isacs.org if you need assistance).
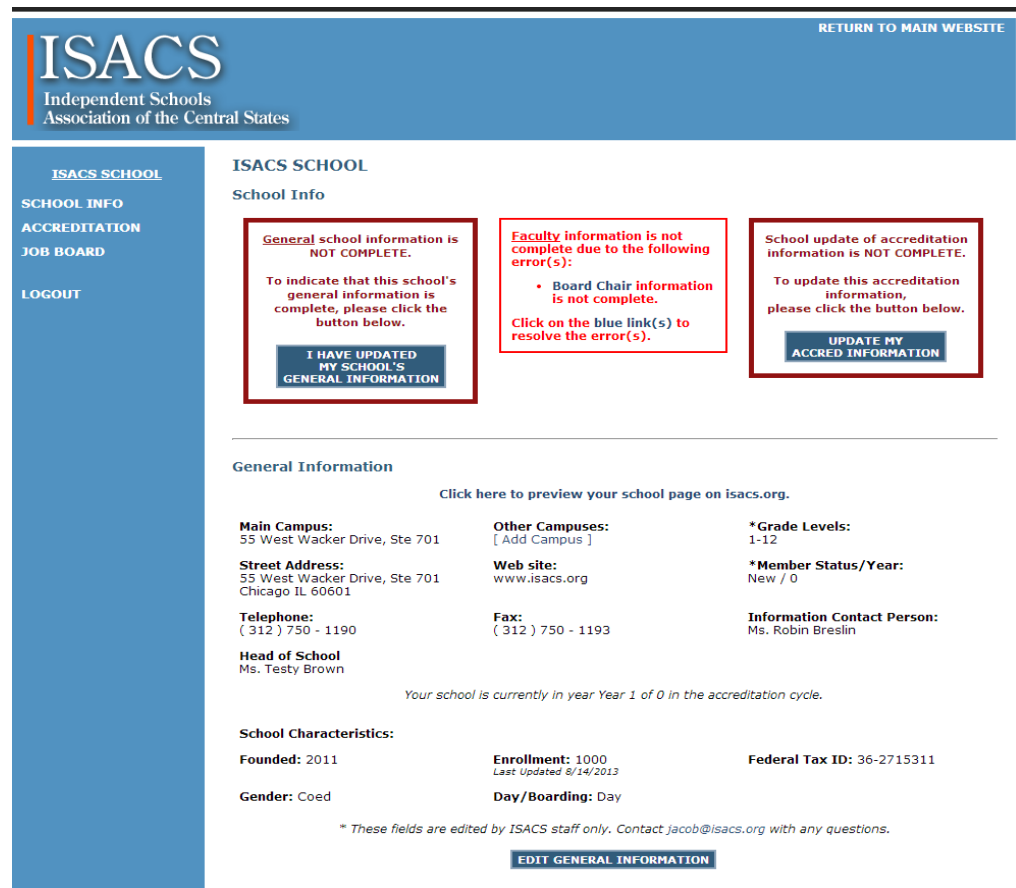4. Click **LOGIN**.

If your login is successful, you will see a page displaying the school's name along the top. The screen should resemble the image below. Please note the **options** along the left:

1. **SCHOOL INFO** (Includes **General** Information, Add a **School Photo**, **Faculty and Staff** Information)
2. **ACCREDITATION** (This is where you will update the listing of those faculty and staff who would like to serve on visiting teams for ISACS.)
3. **JOB BOARD** (Job postings can be made by your school anytime throughout the year using the same login procedure. For more information, see the Help section in the Career Center located on the ISACS Website)

Edit Your General Information

Update Accreditation Team Candidates

Post Job Opportunities

RETURN TO MAIN WEBSITE

ISACS
Independent Schools
Association of the Central States

ISACS SCHOOL

SCHOOL INFO
ACCREDITATION
JOB BOARD

LOGOUT

ISACS SCHOOL
School Info

General school information is NOT COMPLETE.

To indicate that this school's general information is complete, please click the button below.

I HAVE UPDATED MY SCHOOL'S GENERAL INFORMATION

Faculty information is not complete due to the following error(s):
- Board Chair information is not complete.

Click on the blue link(s) to resolve the error(s).

School update of accreditation information is NOT COMPLETE.

To update this accreditation information, please click the button below.

UPDATE MY ACCRED INFORMATION

General Information

Click here to preview your school page on isacs.org.

Main Campus:
55 West Wacker Drive, Ste 701

Street Address:
55 West Wacker Drive, Ste 701
Chicago IL 60601

Telephone:
(312) 750 - 1190

Head of School
Ms. Testy Brown

Other Campuses:
[Add Campus]

Web site:
www.isacs.org

Fax:
(312) 750 - 1193

*Grade Levels:
1-12

*Member Status/Year:
New / 0

Information Contact Person:
Ms. Robin Breslin

Your school is currently in year Year 1 of 0 in the accreditation cycle.

School Characteristics:

Founded: 2011

Enrollment: 1000
Last Updated 8/14/2013

Federal Tax ID: 36-2715311

Gender: Coed

Day/Boarding: Day

* These fields are edited by ISACS staff only. Contact jacob@isacs.org with any questions.

EDIT GENERAL INFORMATION

UPDATE YOUR SCHOOL'S GENERAL INFORMATION

The information in this section is used for the annual *MEMBER DIRECTORY* published by ISACS. A summary of your current data will be showing on your screen.

You may also click on the **Click here to preview your school page on isacs.org** link under the heading to see a preview of your school's page on the ISACS website.

If you see the following red box, you must select an individual from your school to be your primary ISACS database contact. Once you have designated a staff contact, this box will disappear.

Click here to designate your school's staff contact for database updates.

To review and update your school's GENERAL INFORMATION, including choosing a staff contact for the ISACS database, **scroll down** and click on

EDIT GENERAL INFORMATION .

The following is a checklist of items that **MUST** be reviewed and updated (some sections have drop-down options for you to select):

○ Enrollment
○ Federal tax identification number (*required by the IRS for ISACS' form 990*)
○ Total Operating Income
○ Mailing address
○ Phone/Fax
○ Website address
○ Description: *The description will be displayed to the public on the ISACS website. Please review/edit this description with this in mind.*
○ Year founded
○ Gender (students served: coed, male, female)
○ Day/boarding/both
○ Levels taught
○ Religious affiliation
○ Type of School - *hold the CTRL key to make multiple selections*
○ Special Programs - *hold the CTRL key to make multiple selections or type in custom information*
○ Number of Admin / Teachers / Faculty
○ Additional campuses: *this applies to schools with separate administrative campuses in multiple locations*

Upon completing the update of the GENERAL INFORMATION section, select ENTER .

Note: If a required field has not been filled out, an error message will appear until the information has been entered.

When all information is updated, select RETURN TO MEMBER SCHOOL AREA to return to your school's main information page.
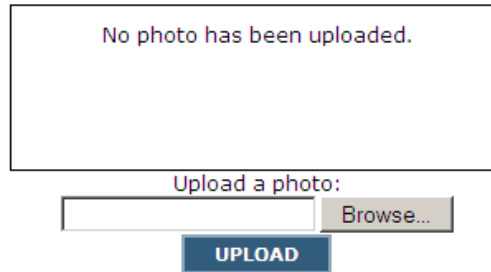
UPDATE YOUR SCHOOL'S PHOTO

The database allows you to upload a photo that will appear on your school's page in the ISACS online directory, which is accessible to the public. You can update your photo at any time.

From the main School Info page, **scroll down** to view your current school photo (if any).

Note: Only .jpg files are accepted. A horizontal photo (rather than a logo) is preferred. ISACS will receive an email after you upload a photo. ISACS staff will approve the photo prior to its appearance on the website. Please be aware that the larger your photo's file size, the longer it may take to upload.

School Photo

No photo has been uploaded.

Upload a photo:

[   ] Browse...

UPLOAD

To Upload a photo:
1) Select Browse to find the .jpg file on your computer and select Open.
2) Select Upload.
3) When your photo has uploaded, you will see it on your screen. This may take a few moments.
4) Preview the photo on your school's page on isacs.org by clicking the link below the photo:

Preview this photo on your school page by clicking HERE.
It may take a few days for the photo to appear for the public on the ISACS website.

5) To change your photo, select the Delete Photo button, and begin again with steps 1-3.

Please note that all photos will be approved by ISACS staff prior to being displayed for the public on isacs.org. If you have any problems uploading your photo please call the ISACS office at 312-750-1190 or email info@isacs.org .

UPDATE YOUR SCHOOL'S FACULTY AND STAFF INFORMATION

The information about the administration and faculty for each school stored in this section of the ISACS database is used for communications with schools: phone calls, mailings and emails. ISACS organizes and communicates with individuals in the database by general job categories. Individuals with many roles may be assigned multiple job categories.

From the main School Info page, **scroll down** to view the personnel currently listed for your school.
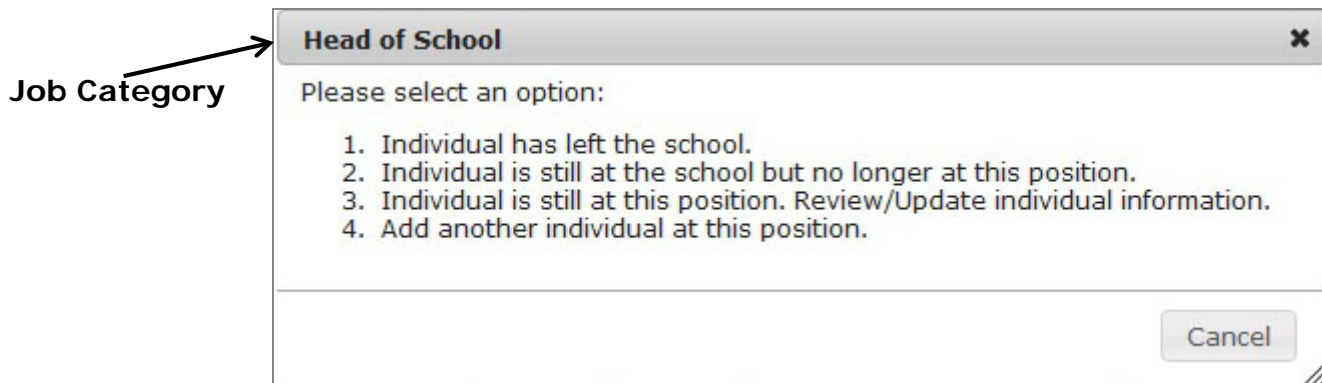
1) Select the green 📝 icon next to a staff position to **review**, **remove** or **update** any Faculty/Staff information currently listed.

2) Select the blue **ADD** button to input any additional faculty/staff you wish to have access to ISACS member services on the ISACS website.

IMPORTANT: Please do not "overwrite" an individual leaving your school by deleting their name and replacing it with another person's name. Please only remove individuals using the green icon to select that the "Individual has left the school". Please only add new individuals using the ADD button.

Please see detailed instructions below for step-by-step guidance and examples.

To **EDIT/REMOVE** a current listing:

Click the green 📝 icon next to the **job category** you wish to edit. You will be shown four statements. **Click on** the statement that applies to the **individual currently listed** in that selection:

Job Category →

Head of School	✕
Please select an option:	
1. Individual has left the school.	
2. Individual is still at the school but no longer at this position.	
3. Individual is still at this position. Review/Update individual information.	
4. Add another individual at this position.	
	Cancel

1. *Individual has left the school:* **This option will remove this individual from the list of personnel at your school.** However, they will remain in the ISACS database with no current school assignment. You will then be prompted to assign another individual from your school to the vacant position by selecting the individual from the drop-down list, or adding a new individual to the database.

   - If you find the new individual for the position in the drop-down list, select their current job category assignment from the list. Be sure to **scroll down** to select **ENTER** to save the information in the database.

   - If you do not find the individual in the drop-down list, see further instructions below: *To **ADD** a new individual.*

2. *Individual is still at the school but no longer at this position:* This option will take you to the individual's page where you can **update their current job categories**. Select their current

3. job categories from the list and then **scroll down** and select ENTER to save the information in the database.

   - You must return to the main school area and select ADD to choose a new individual to fill this position. See further instructions below: *To **ADD** a new individual.*

4. *Individual is still at this position. Review/Update individual information.* This option will take you to the individual's information page where you can **update their current contact information** as well as job categories. Select **EDIT GENERAL INFORMATION** to update the custom Position Title, Email, Telephone or select the green ✏ icon to update job categories.

5. *Add another individual at this position.* You will be prompted to assign another individual from your school to the selected position by selecting the individual from the drop-down list, or adding a new individual to the database.

   - If you find the new individual for the position in the drop-down list, select their current job categories from the list. Be sure to **scroll down** to select ENTER to save the information in the database.

   - If you do not find the individual in the drop-down list, see further instructions below: *To **ADD** a new individual.*

To **ADD** a new faculty listing:

1. From the main school faculty list, select ADD

   - If you are adding a new position for a current faculty member, select the individual from the drop-down list. Select the appropriate job categories from the list and be sure to **scroll down** to select ENTER to save the information in the database.

   - If you do not find the individual in the drop-down list, select ADD A NEW INDIVIDUAL

2. When adding a new individual, enter all required information including title (Mr./Mrs./Ms. etc.), first name, last name, custom position title, unique email address, telephone number and select appropriate job categories.

3. Be sure to scroll down and click [ENTER] when all the information is complete. **If the email address you entered already exists in the ISACS database, the system will alert you.**

> • Email address is already registered for Ms. Amanda Brown (Brown) (amanda@isacs.org). Click here to edit information for Ms. Amanda Brown (Brown) (amanda@isacs.org) or enter a different email address for the new individual.

   o If the individual you are attempting to enter is listed in green in the error message, please *click the error message* to edit that individual's information (to **avoid duplicating the individual** in the database).

   o If the individual you are entering is NOT the individual listed in the error message, you MUST enter a unique email address for the new individual.

4. When finished, you can select [RETURN TO MEMBER SCHOOL AREA] and scroll down to view your additions to the Faculty and Staff list.

FINAL STEP

Once your ISACS profile has been updated with your school's current information, please indicate that each of the three sections are complete by clicking the "I have updated my school's _____ information" button in the RED BOX at the top of your school's profile page (there will be three separate boxes for general school information, faculty listing and accreditation information). When you have clicked "update your information", your RED BOX will change to a GREEN BOX, and an email will automatically be sent to ISACS alerting us that your information has been updated. You will know you are finished when you have three green boxes showing on the top of your school's profile.

Thank you for helping to keep the ISACS database current for all members.

Please call the ISACS office at 312-750-1190 or email info@isacs.org if you need assistance in this process.