



Sign Up and Complete Your Profile Instructions for NEW Individual Users

- Visit the [ISACS website](#) and click on "Member Login" in the top right corner
- This will take you to the NEW Member Portal
- Click on the profile icon in the right corner and select "Sign Up"
- Complete the following fields: Username, Email, and Password
 - You MUST use your school email address for both the Username and the Email fields
 - Create a password that meets the following criteria:
 - One lower case letter
 - One upper case letter
 - One special character (\$, #, @)
 - One number
 - At least 8 characters
- Click on the "Sign Up" button at the bottom and the system will automatically send you a verification code at the email address you provided
- Input that code into the field that pops up to advance to the profile creation page

Profile Completion Instructions

- Once the code is accepted, it is time to "Tell ISACS All About You!"
 - Complete all fields on the profile page
 - *Please note:* Click on Validate/Save in the address and phone number section
- The next step will be to "Connect You to Your School!"
 - Search for your School or Campus
 - Then select your "Primary Role" at the School
 - *Please note:* Employee is the most common choice
- Then it is time to talk about "ISACS Communication"
 - Please select all the ways you wish to hear from us and the general publications that you would like to receive
 - Click on the "Communication Preferences" section to update how and what communications from ISACS that you wish to receive (opt-in). While there is an option to opt-out, we recommend not opting out so you can continue to receive important communications from ISACS.

Adding Profile Photo Instructions

- Once you are logged in, click on the profile icon in the top right corner and select “My Profile”
- Click on the pencil icon in any of the following areas to edit/update your individual profile:
 - “Profile Picture” icon the blue banner to upload a photo of yourself
 - “My Personal Information” section to update and answer new key demographic questions regarding your position and role at an ISACS member school

If you have any issues or need assistance, please contact Jacob Isaac, ISACS Director of Technology, at jacob@isacs.org.

ISACS

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Jacob Isaac
Director of Technology & Manager of Programs
ISACS - Independent Schools Association of the Central States
Chicago, IL

My Info My Account

My Personal Information

Phone Numbers: +(312) 750-1190

Addresses: 55 W Wacker Dr Ste 701
Chicago, IL 60601-1789
United States

Email Address: jacob@isacs.org

Communication Preferences