



CREATE A NEW/SIGN INTO YOUR CONTACT RECORD

(This is for anyone who needs to create a new contact record or has not signed into the Member Portal and created a new password since July 2021.)

- Visit the [Member Portal](#) and select the “Sign-Up” tab
- Enter your SCHOOL email address & create a new password
 - Make sure your email is spelled correctly or you will not receive the verification email during the next step
 - Do not attempt to use the “reset your password” function as all passwords were erased for security purposes when we migrated systems in July 2021
- Follow the prompts to send the verification email and then click on the “Confirm my account” link in that email
 - Check your quarantine, spam, and junk folders
- Identifying and/or Creating a New Contact Record
 - **If you were in the previous ISACS database**, the new system will identify you based on your name and/or email domain, link your record to the school, and prompt you to update
 - **If you were NOT in the previous ISACS database**, the new system will begin the contact record creation process, during which, be sure to search for your school to be properly linked

OR

LOG INTO YOUR CONTACT RECORD

(This is for those who have already logged into their contact record in the Member Portal and created their new password after July 2021.)

- Visit the [Member Portal](#) and select the “Log In” tab
- Enter your SCHOOL email address and password
 - If you forgot your password, click on “reset your password”*

**Resetting your password will only work if you have previously logged into the new system and created a new password. Otherwise, there is technically no password to reset as all of them were erased during migration in July 2021.*