

CREATE A NEW/SIGN INTO YOUR CONTACT RECORD

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

- Visit the [Member Portal](#) and select the “Sign-Up” tab
- Enter your SCHOOL email address & create a new password.
If you are a Trustee and do NOT have a SCHOOL email address, please use an email that you check frequently.
 - 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. **Be sure to search for your school to be properly linked.**

OR

LOG INTO YOUR CONTACT RECORD

(This is for those who have previously logged into the Member Portal)

- Visit the [Member Portal](#) and select the “Log In” tab
- Enter your SCHOOL email address and password. **If you are a Trustee and do NOT have a SCHOOL email address, please use the email you have previously used to log in to the Member Portal.**
 - If you forgot your password, click on “reset your password”*

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

Once logged into your contact record, view the [How to Register PDF](#).