



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
 - 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 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 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 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](#).