## Step 1: Visit AAC&U Main website at <u>www.aacu.org</u>

RECU RESOURCES EVENTS MEMBERSHIP INITIATIVES ABOUT NEWSROOM Q I VACCOURD GIVE ) DOM

Step 2: Click on "My Account" in the upper right-hand corner of the page. See below.

Step 3: Then click on Create Account at the top. See below.

AAC	RESOURCES	⊮ f EVENTS	in Log In MEMBERSHIP	L Create Accou	Give -> Sponsor -> ABOUT NEWSROOM	
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Step 4: You will first be asked to search our database to make sure you do not already have a record. If you do, then that can be updated. If you need any help here, contact the Membership Team at (202) 387-3760 (press #1 for membership) or <u>memberservices@aacu.org</u>.

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Step 5: If you do not already have a record in our database, then complete the form as instructed. To ensure that you create a member account, you need to make sure to link yourself correctly to your institutional/organizational record. Please review the short video "How to affiliate with my organization" on that page. Begin typing the formal name of your school. Select your organization from the drop-down list so you will be linked correctly. See example below. If you need additional assistance, please contact the Membership Team at (202) 387-3760 (press #1 for membership) or memberservices@aacu.org.

Organization	Hollins University - Roanc
Email	Hollins University - Roanoke, VA
	▼ Items 1-1 out of 1
Phone	

Step 6: Complete the form...and Welcome to AAC&U and all your member benefits!!