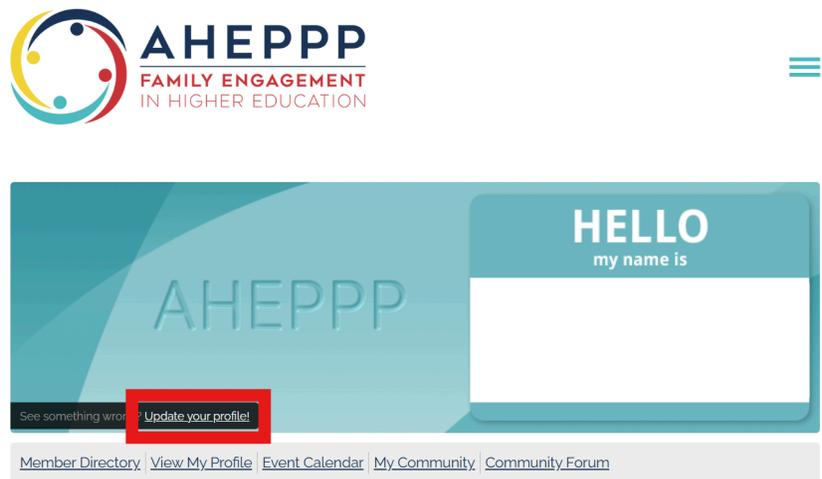


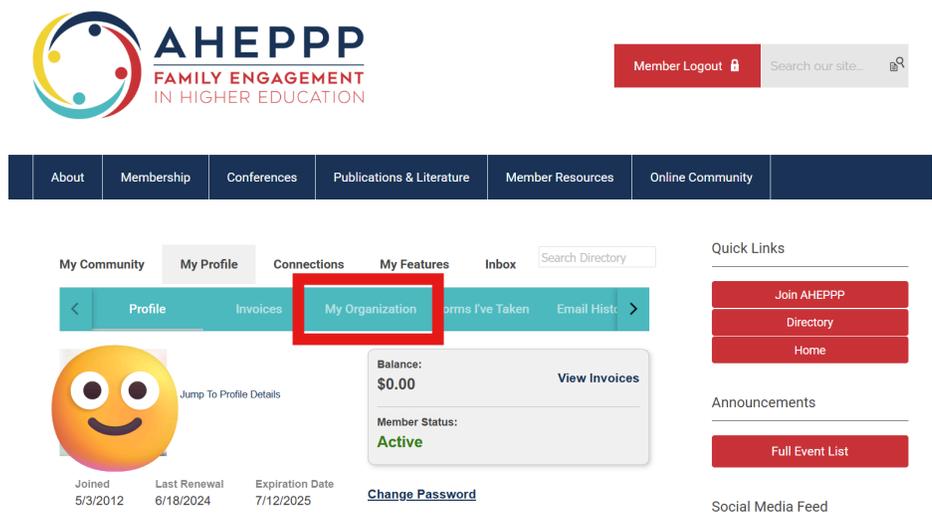


How to Review Institutional Members

1. Go to www.aheppp.org.
2. Click on the red “Member Login” button in the top right corner of the page.
3. Enter your username and password.
4. Click on “Update your profile!”



5. Click on “My Organization”.



6. Click on “Org Members”.

The screenshot shows the AHEPPP website interface. At the top left is the logo for AHEPPP (Family Engagement in Higher Education). To the right is a 'Member Logout' button and a search bar. Below the logo is a dark blue navigation bar with links for 'About', 'Membership', 'Conferences', 'Publications & Literature', 'Member Resources', and 'Online Community'. The main content area has a 'My Profile' tab selected, with a sub-menu containing 'Profile', 'Invoices', 'My Organization', 'Forms I've Taken', and 'Email Hist.'. The 'Org Members' link is highlighted with a red box. Below this is a 'Member Status' field. On the right side, there are 'Quick Links' for 'Join AHEPPP', 'Directory', and 'Home', and an 'Announcements' section with a 'Full Event List' button.

7. Verify that the contacts listed are correct and key contacts are current. Key contacts will receive annual membership invoice reminders and have the ability to make changes to the account.

The screenshot shows the AHEPPP website interface, similar to the previous one. The 'Org Members' tab is selected, and a 'CREATE LINKED PROFILE' button is visible. Below this is a table of contacts with columns for 'Contact Name' and 'Is Key Contact'. The 'Is Key Contact' column contains toggle switches, three of which are turned on (blue) and one is turned off (grey). On the right side, there are 'Quick Links' for 'Join AHEPPP', 'Directory', and 'Home', and a 'Social Media Feed' section with a button for 'AHEPPP: Family Engagement in Higher Education'.

8. If any changes are needed, please email membership@iheppp.org.