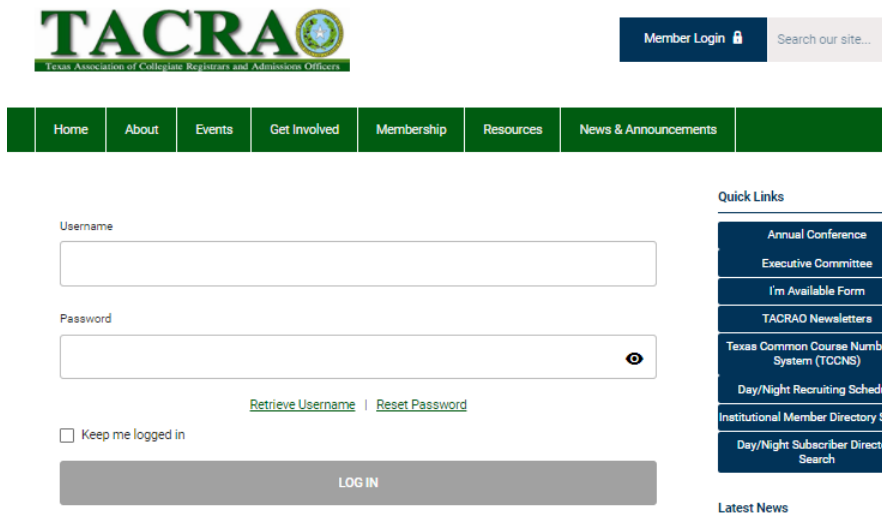


# TACRAO - How to Update My Membership Roster

1) The key contact should login to your account.



➤ NOTE: If you are brand new to your institution and the old key contact is gone, you will need to contact the TACRAO secretary for assistance. You can locate the old key contact through this method:

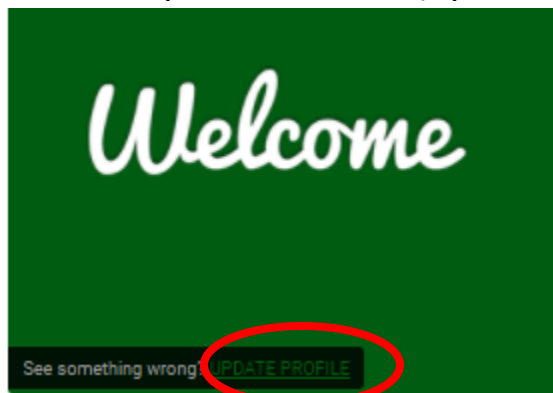
- [TACRAO Member Search \(TX SACS-COC Institutions\)](#)
- [TACRAO College Day/Night Subscribers](#)

(Out of State, Military, and Texas Non-SACS-COC Institutions)

2) Select “My Membership Page” in the top right navigational bar.

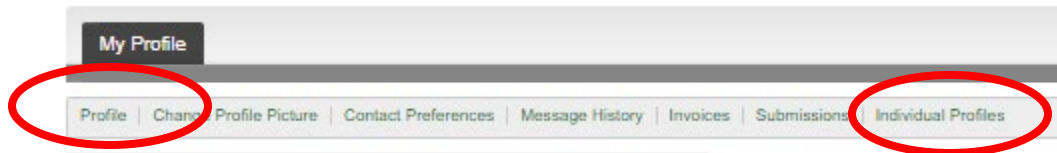


3) Select “Update Profile” (option at bottom left of Welcome Bar)



4) At this point, you can update your own profile by selecting the “Edit” button or you can navigate to other options

- 5) To view other options – hover your mouse over the “My Profile” tab heading that appears on your page. When you hover your mouse, new options such as the ability to view invoices, members, etc. will appear.
- 6) To edit your members, hover over “My Profile” and select “Your Organization”. Once you do this, many options will appear and you can edit the key contact information for your organization or you can edit “Individual Profiles”



**You will want the primary email address for your organization in the “Profile” to match your “Key Contact” information.**

- 7) From the “Individual Profiles” page, you can use the toggle tool to turn on and off key contacts. (Please note that while the system will allow you to toggle on more than one “key contact” this is not advised because billing goes to the key contact and you could find yourself in a situation where multiple people are paying the same invoice.)
  - To delete old members, simply select “Unlink”
  - To add new members, select “Create Linked Profile” and enter in the information. It’s advised you use the email address as the “Username”. Once the basic account information is created for new contacts, they can use the FAQ and/or password reset tool to create a new password.

### EXAMPLE PROFILE VIEW

Contact Name	Key Contact	Member Type	Unlink
Amy Guerrero	<input type="checkbox"/> OFF	Rep	Unlink
Cassie Montgomery	<input type="checkbox"/> OFF	Rep	Unlink
Kristin McDonald-Willey	<input checked="" type="checkbox"/> ON	Rep	Unlink
Maria Juarez	<input type="checkbox"/> OFF	Rep	Unlink
Richie Garza	<input type="checkbox"/> OFF	Rep	Unlink
Robert Austin	<input type="checkbox"/> OFF	Rep	Unlink