

Figure 1

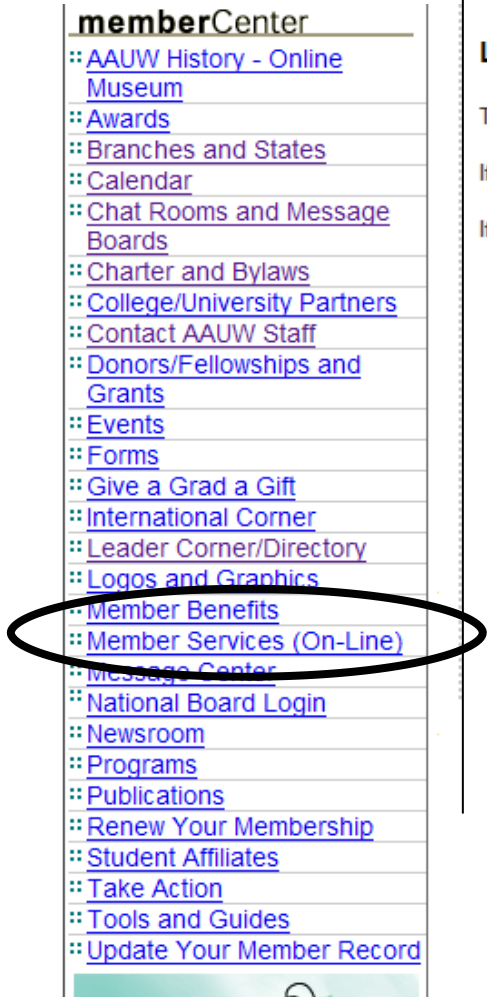


Figure 2

### Login Required

This is the AAUW Member Services Information Access area.

If you are an AAUW member and do not yet have a password, you can [register here.](#)

If you are an AAUW member, please log in below with your Member ID.

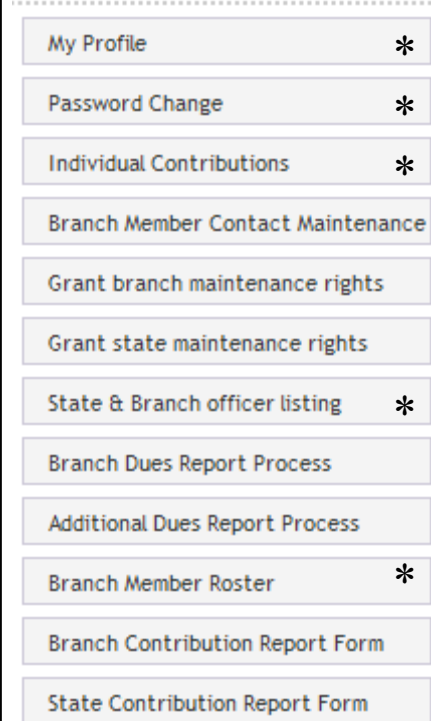
Login (Member ID)

Password

Remember me on this computer.  
(Cookies must be enabled for this to work)

If you forgot your password, you can [recover it by clicking here.](#)

Figure 3



### Using the Member Services Database

1. Go to [www.aauw.org](http://www.aauw.org)
2. Login to the member center.
3. Click “Member Services (On-Line)” from the left-hand menu (Fig. 1)
4. Login. Note that the login screen has a “register” link for first time users and a “recover my password” link if you need that. (Fig. 2)
5. Select an action. Depending on your role in the branch/state, you will see some of the choices in Fig. 3. All branch members will see the starred items.

## Member Services Database Capabilities by Role

	Register	Update own profile	Make a donation	E-mail state officers	E-mail branch officers	View/print branch roster	Download branch roster
Notes	(1)		(2)		(3)	(3)	(3)
Member	x	x	x				
Branch Member (primary or dual)	x	x	x	x	x	x	
Branch President	x	x	x	x	x	x	x
Branch Finance Officer	x	x	x	x	x	x	x
State President	x	x	x	x	x	x	x
State Membership VP	x	x	x	x	x	x	x
State Finance Officer	x	x	x	x	x	x	x

	Update list of officers	Download officer data	Delegate authority to update / download the officer list	Submit ADRs	Submit BDRs	Submit CRFs	Revise others' profiles
Notes			(4)	(5)	(5)	(5,6)	(7)
Branch President	x	x	x				
Branch Finance Officer				x	x	x	x
State President	x	x	x				
State Finance Officer						x	

### Notes

- 1 You need a phone number and e-mail address already on file in order to register.
- 2 System accepts credit card donations of \$25 or more
- 3 The listed state officers have access to data for all branches in the state
- 4 Branch president for branch officers; state president for state officers.
- 5 After submitting the form, print the summary, and send printout with the check(s) through USMail.
- 6 Branch finance officers send branch reports; state finance officers send state reports.
- 7 If someone else must update the records, name them as a co-treasurer under officer maintenance.

### Acronyms

- ADR Additional Dues Report; Sent with dues from new members any time of year  
 BDR Branch Dues Report; Sent with dues for renewing members 5/1 - 10/30.  
 CRF Contribution Report Form; Sent with check(s) from members, a branch, or the state.