Instructions for Existing Members to Access Member Hub

1. Either click on <u>Login here</u> link in the email you will receive from ASIS&T or click on ![About my Membership] in the top bar of the <u>ASIS&T website</u>. You will taken to this screen:

Login to Association for Information Science and Technology | ASIS&T

Username

Password

Forgot your Username or Password?

☐ Remember Me

[Sign In]

Create an Account

2. Do not try to log in as the system does not yet recognize you. First you have to create an account. Click on Create an Account. You will be taken to this screen:

Association for Information Science and Technology | ASIS&T Create Account

Create an Account

First Name

Last Name

Email

[Submit]   Back to Login

3. Enter your first and last name and email address that we have in our system for you. If you are not sure what they are, refer to the invitation email you received. If you are still not sure, please <u>email us</u>. Once you hit submit you will be taken to this screen:

An activation email has been sent to you. Please check your inbox to complete your account setup. Back to Member Login

4. You will receive an email that looks like this:

Association for Information Science and Technology | ASIS&T Account Activation Inbox x

Association for Information Science and Technology | ASIS&T lmiddleton@asist.org via growthzoneapp.com
to me

Welcome to Association for Information Science and Technology | ASIS&T

To activate your account click here

Or if the link isn't working the website address is https://associationforinformationscienceandtechnologyasist.growthzoneapp.com/MIC/CreateAccount/5XzppuGpnFl2_O_U2TYy5XKk4EsKCqYeyCWP6YS5z5c

5. Follow the instructions to activate your account. You will be taken to this screen:

6. Please leave your username as your email address. This will prevent possible duplicate records in the future as username must be a unique value. Enter your desired password and click SAVE. You will be taken back to this screen:

7. Now you can log in with the credentials you just created and start enjoying your member-only access to the InfoHub and other member-only resources available on the site.