**Staying Connected…. Keep Your Institution’s Information Accurate**

**SWASFAA Membership Database Guidance**

**Updating Your Institution’s Information**

This should be done when the annual membership application is complete or during the year if staff members change.

1. Go to the [www.swasfaa.org](http://www.swasfaa.org/) homepage
2. Under Member Services
3. Go to Update Your Institution
4. Select Update Your Institution’s Member List
* If you are the designated primary contact for your school, you can log in with your username and password.
* Now you can add or remove any financial aid professionals at your institution
* You can also update your institution’s profile, including the primary contact and the one voting member (these two can be the same person, but that is each institutions decision)
	+ Primary Contact – Best to decide who will maintain your institutions membership (some it will be the director and others an administrative assistant)
	+ Voting Member – This will be the one person that will have voting rights and needs to be someone that will either make the voting decision or seek input from the other institutional members.

It’s important to keep this information current so that everyone at your institution can enjoy the benefits of membership, including access to the listserv, registering for any training opportunities like annual conference, boot camp, leadership workshop, webinars, etc.

**Updating Your Member Profile (if Primary Contact has already added you)**

1. Go to the [www.swasfaa.org](http://www.swasfaa.org/) homepage
2. Under Member Services
3. Go to Manage your Membership
4. Select Update Your Member Profile
5. Enter your Username and Password
	* It will show if you are the primary contact for your school, if you are the voting member, you can subscribe to the SWASFAA listserv, change your password, etc.
	* If you do not remember your username and/or password, then follow the options for assistance

**Updating Your Member Profile (if Primary Contact has NOT already added you)**

1. Go to the [www.swasfaa.org](http://www.swasfaa.org/) homepage
2. Under Member Services
3. Go to Manage your Membership
4. Select Check Your Membership Status, you will browse by your last name to confirm if you exist or not
5. If you exist, then you can Retrieve your Username and Password
6. If you do not exist, then select Join or Renew Your Membership, this will bring you to the Membership Application Part 1
7. Select “I Am Not in the SWASFAA Database”, this will allow yourself to complete the New Member Profile

**If My Primary Contact Leaves My Institution or I Do Not Know Who It Is**

Contact the SWASFAA Membership Chair, Taina Savoit, tsavoit@mcneese.edu or Treasurer, Cindy Perez, swasfaatreasurer@swasfaa.org for assistance

**Contact Us if Assistance is Needed**

Taina Savoit, SWASFAA Membership Chair at tsavoit@mcneese.edu or our website Support Team at support@swasfaa.org