


## How to update your Advising Communities:

### Step 1: Click “Login”



### Step 2: Fill in your “Web Login Name” and “Web Login Password;” and click “Sign In”

**Sign in with your existing user account**

 Please enter your sign in credentials below. This will allow us to pre-fill forms for you, based on the knowledge we already have of you as a member or customer of NACADA. You may also qualify for discounts based on your membership status. Lastly, certain additional content on our site may be viewable only when signed in.

Web Login Name

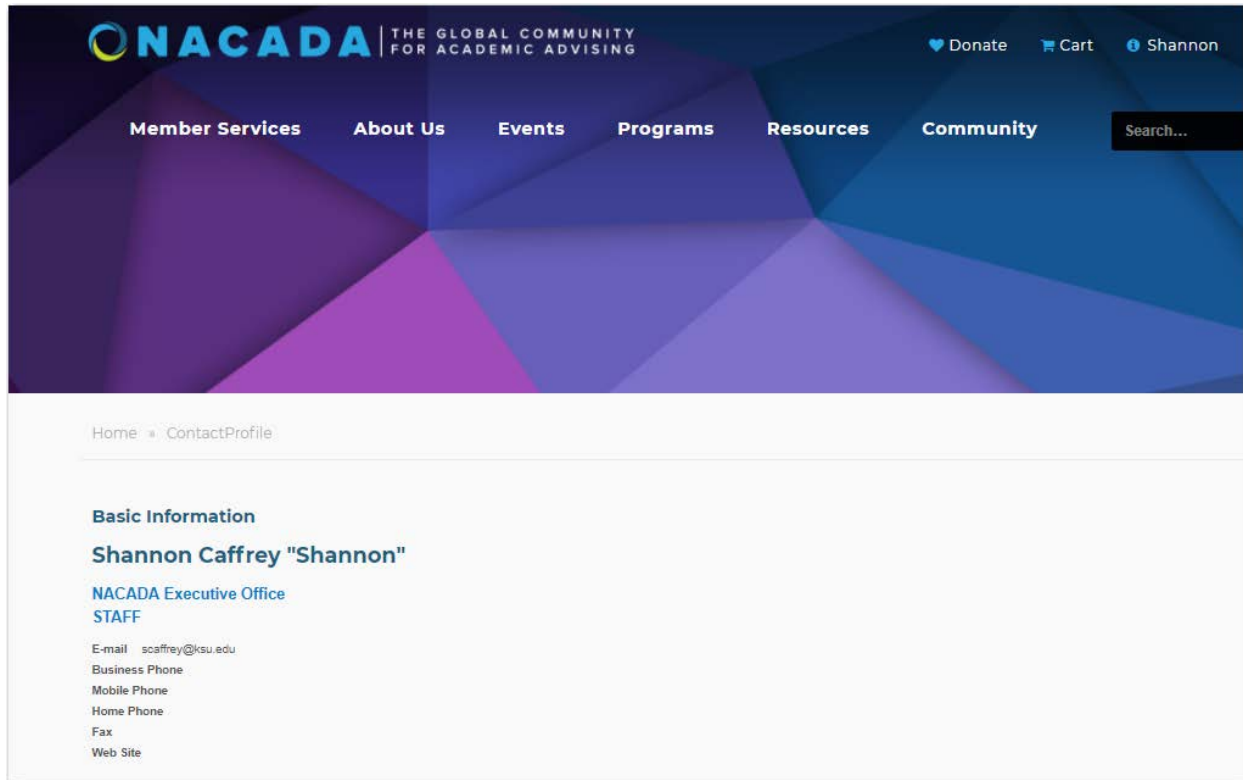
Web Login Password

Remember me on this computer

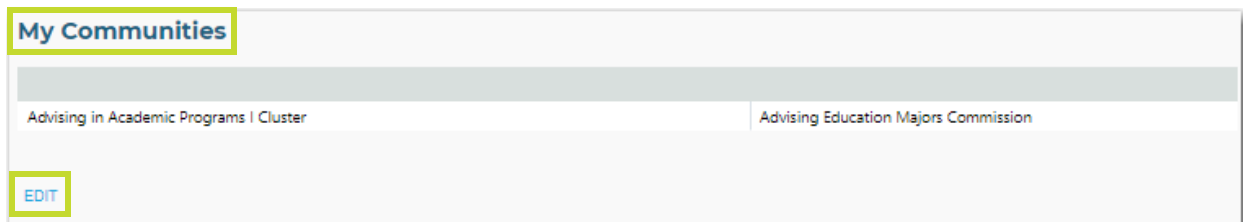
**Step 3:** After signing in, click on your name in the upper right hand corner to access your account profile.



**Step 4:** On your account profile, you should see your name and information provided.



**Step 5:** Scroll down until you see "My Communities." Click "Edit Groups."



**Step 6:** Click the drop down arrows to find the Community that you would like to join/leave. Click the check box to join a Community; remove a check mark to leave a Community. Then click “Save” at the bottom.

The screenshot shows a web interface titled "My Communities". It features a list of communities, each with a dropdown arrow on the left and a checkbox on the right. The "Administration of Advising Cluster" and "Advising in Academic Programs I Cluster" are expanded, showing their respective sub-communities. The "Advising Training & Development Commission" and "Advising Education Majors Commission" have their checkboxes checked. At the bottom, there are "Save" and "Cancel" buttons.

Community Name	Join/Leave Status
Administration of Advising Cluster	<input checked="" type="checkbox"/>
Advising Administration Commission	<input type="checkbox"/>
Advising Training & Development Commission	<input checked="" type="checkbox"/>
Assessment of Advising Commission	<input type="checkbox"/>
Ethics & Legal Issues in Advising Interest Group	<input type="checkbox"/>
Advising in Academic Programs I Cluster	<input checked="" type="checkbox"/>
Advising Business Majors Commission	<input type="checkbox"/>
Advising Education Majors Commission	<input checked="" type="checkbox"/>
Advising Fine Arts Students Interest Group	<input type="checkbox"/>
Advising Graduate & Professional Students Commission	<input type="checkbox"/>
Doctoral Students Interest Group	<input type="checkbox"/>
Advising in Academic Programs II Cluster	<input type="checkbox"/>
Advising Specific Populations I Cluster	<input type="checkbox"/>
Advising Specific Populations II Cluster	<input type="checkbox"/>
Advising Specific Populations III Cluster	<input type="checkbox"/>
Institutional Type Cluster	<input type="checkbox"/>
Theory, Practice, and Delivery of Advising I Cluster	<input type="checkbox"/>
Theory, Practice, and Delivery of Advising II Cluster	<input type="checkbox"/>

Save Cancel

**Please remember:**

- As a NACADA member you are allowed to participate in 4 Communities
- Please visit the section of NACADA's [website](#) for more information on each individual Community.
- If you would like to participate in any listservs, please visit our [website](#) for instructions on how to join/leave individual listservs.