



Vision and Voice for Catholic Higher Education

ACCUCU Member Account Registration & Access Guide

Welcome to the Association of Catholic Colleges and Universities (ACCUCU)! We are excited to have your institution or organization as a member, which makes you eligible for a multitude of membership programs, events, and resources specifically for those in Catholic higher education.

Getting Started

In order to enable easy access to those resources, you will need to first register within our system. We've developed three easy steps to get your started.

Step 1:

Go to www.accunet.org/registration.

Step 2:

Enter your email address that is associated with your member institution or organization and select "Register Account".

Registration

Need to register your account on the website? Enter your email address below and the system will check to see if your account already exists. If it does not, you'll be able to create a new account. If an account already exists, you'll receive an email with a confirmation link to make sure the email address really belongs to you.

Alternatively, if you know your contact ID, you may use Quick Activation by clicking the link below.

[Quick Activation by Contact ID](#)

Step 3:

Enter your associated contact information, including creating a personalized username and password. Once all information is entered, select “Register Account”.

The screenshot shows a web form titled "Create New Account" with a yellow header bar. Below the title is a sub-header "Please enter the information below to register your new account:". The form contains the following fields:

- Prefix: [input field]
- First Name*: [input field]
- Middle Name: [input field]
- Last Name*: [input field]
- Suffix: [input field]
- Position Title: [input field]
- Company Name: [input field]
- Company Dept: [input field]
- Type of Address: [input field with "Employment Address" dropdown]
- Street Address: * [input field]
- Suite/Floor: [input field]
- Country: ? [input field with "United States" dropdown]
- Postal/Zip Code: [input field]
- City: * [input field]
- State/Province: [input field with "- Select -" dropdown]
- Phone: [input field]
- Fax: [input field]
- Email * [input field]
- Username: * [input field]
- Password (min 6 characters): * [input field]
- Confirm Password * [input field]

At the bottom of the form are two buttons: "REGISTER ACCOUNT" (highlighted in blue) and "CANCEL".

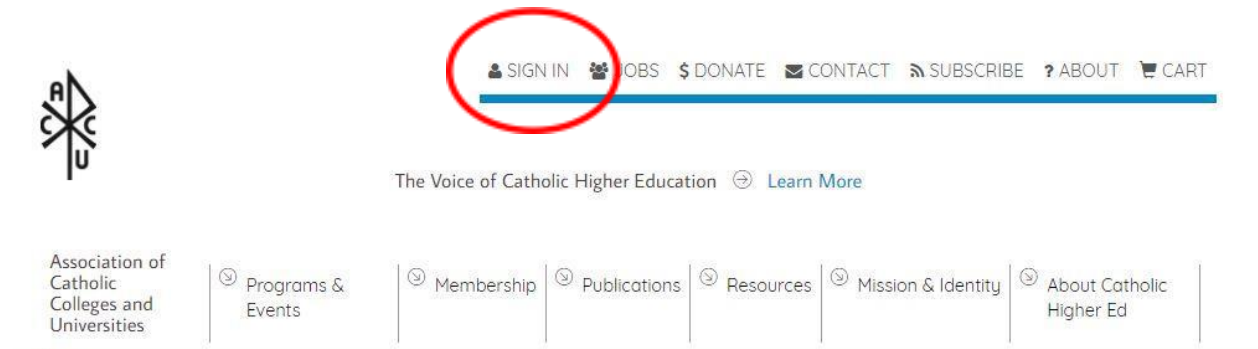
Congratulations!

You're officially registered in the ACCU system! As a system user, you will receive an email verifying the creation of your account.

Access Your Account

Once your account is set up, you are able to access ACCU member benefits and resources, including registration for our Annual Meetings and purchasing publications.

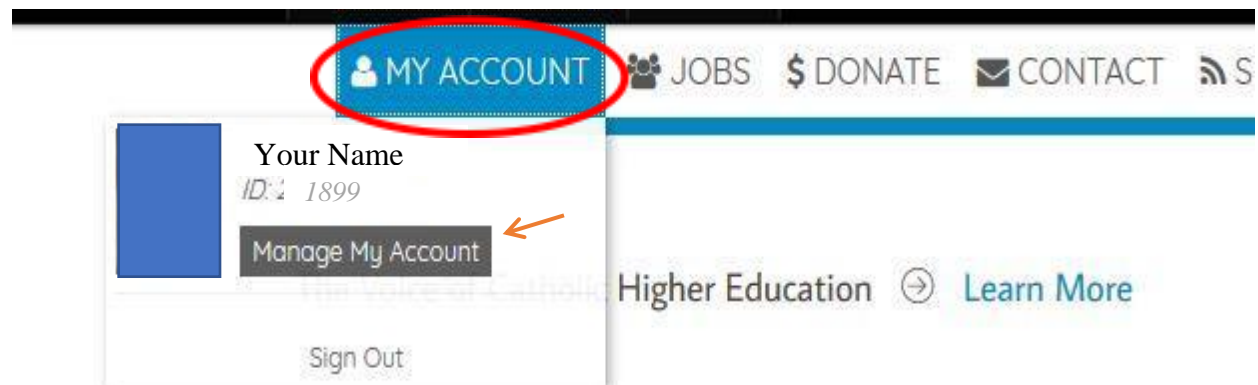
At the top of any ACCU webpage (www.accunet.org), simply select the “Sign In” button to log back into your account.



Manage Your Account


You have the ability to manage your registered account after logging into your account, including email subscriptions to ACCU newsletters and purchasing information.

Select “My Account” and then “Manage My Account” to manage and update your information.



Note: “My Account” replaces “Sign In” located at the top of any ACCU webpage once you’ve logged into your account.

Once you've accessed your account information, you will see the screen below, which will enable you to revise or update your information and other features noted in the right column under "Account Actions".



Your Name
(ACCU ID #)
Your Job Title
Sponsoring Member Name
Member Address

Email:
Phone:
Website

Demographics

Description
Layperson
Degree Type
Educational Background
Gender:

Recent Orders

Click the arrow to view order details.

Membership Info

No membership information on record.

Account Actions

- ▶ Edit Profile
- ▶ Edit Bio
- ▶ Address Book
- ▶ Contact Information
- ▶ Demographics
- ▶ Email Subscriptions
- ▶ Make a Donation
- ▶ Make a Pledge
- ▶ Pay Outstanding Orders
- ▶ Change Username
- ▶ Reset Password

Institution & Company Affiliations

- ▶ Create/Affiliate with Company

Institution & Company Affiliations

In order to have your profile connected to your sponsoring member institution or organization, you will need to make the request to do so by selecting "Create/Affiliate with Company" under the "Institution & Company Affiliations" section on the bottom right.

Once you've selected your sponsoring member, the key contact for your member institution or organization will receive an email asking to verify that you indeed are associated with their membership. Please note that you might have limited access to ACCU resources and communications until your sponsoring member has verified your association.

Administrative Access

For those with special administrative access to your member institution or organization account, you will be able to not only update your information but also update your sponsoring member's information, including address changes, personnel updates, and membership dues payments. However, you must have completed the affiliation request process above.

Username/Password Reset

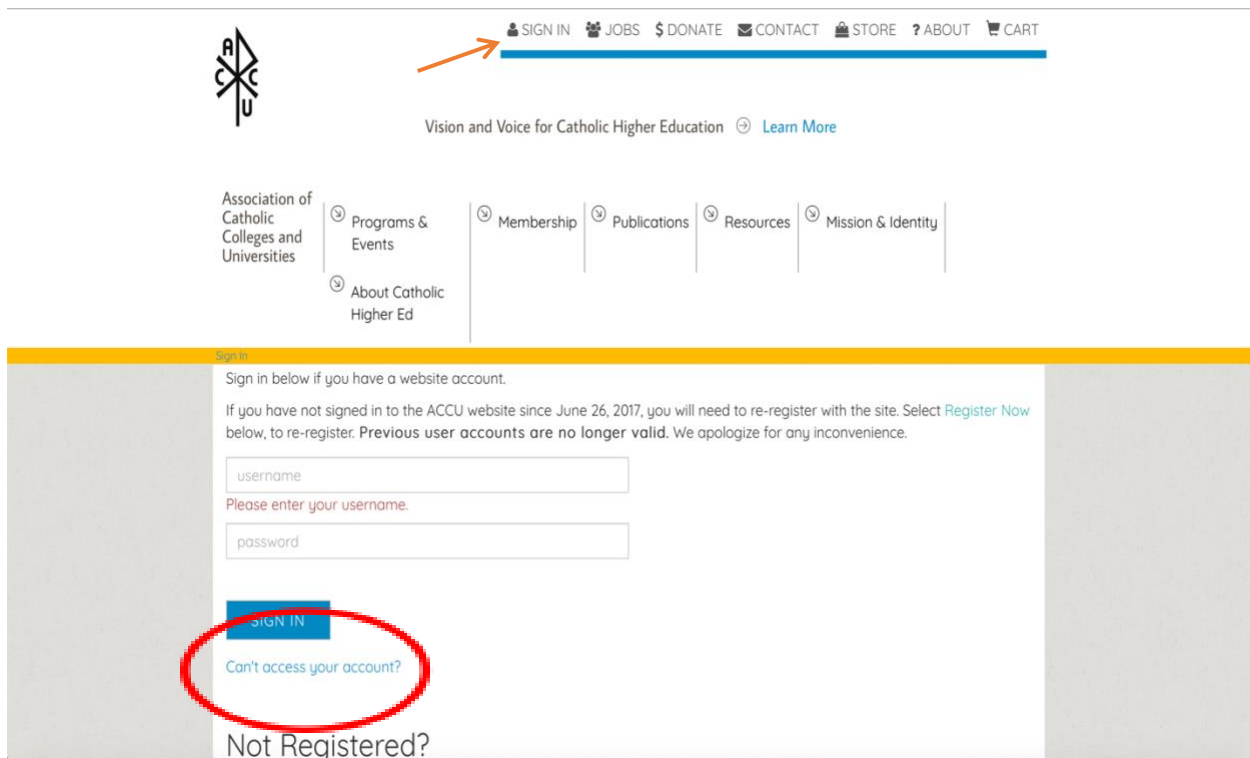
Forgot your username or password? No worries!

Step 1:

Select the "Sign In" tab at the top of any of the ACCU webpages.

Step 2:

Select "Can't access your account?" link under the username and password fields.



The screenshot shows the ACCU website header with navigation links: SIGN IN, JOBS, DONATE, CONTACT, STORE, ABOUT, and CART. An orange arrow points to the SIGN IN link. Below the header is the ACCU logo and the tagline "Vision and Voice for Catholic Higher Education" with a "Learn More" link. The main navigation menu includes: Programs & Events, About Catholic Higher Ed, Membership, Publications, Resources, and Mission & Identity. The sign-in form is titled "Sign in" and contains the following text: "Sign in below if you have a website account. If you have not signed in to the ACCU website since June 26, 2017, you will need to re-register with the site. Select [Register Now](#) below, to re-register. Previous user accounts are no longer valid. We apologize for any inconvenience." The form has two input fields: "username" and "password". Below the "password" field is a blue "SIGN IN" button and a link "Can't access your account?". The "Can't access your account?" link is circled in red. At the bottom of the form is the text "Not Registered?".

Step 3:

You will then be prompted to enter either your username or email address used to create the account. Select “Reset Password” button.

Association of Catholic Colleges and Universities

Programs & Events

About Catholic Higher Ed

Membership

Publications

Resources

Mission & Identity

Sign In

Can't Access Your Account?

This screen allows you to request a password reset in case you've forgotten your username or password. If you know your username, enter it below and a password reset link will be sent to your primary email address on record. If you do not remember your username, enter your email address to request the password reset email.

username

OR

email address

RESET PASSWORD CANCEL

One Dupont Circle NW
Suite 650
Washington DC 20036
Tel: 202.452.0150

Leadership Development
[Annual Meeting](#)
Mission Leadership Institute

Resources
Update Newsletter
Journal of Catholic Higher Ed

Mission & Identity
Catholic Identity Mission Assessment
Strengthening Catholic

You will receive an email with your noted username and a link to reset your password.

Need Additional Assistance?

We're happy to help! Please contact ACCU Member Services at accu@accunet.org for any additional assistance with account creation, management, access or revisions, including membership dues inquiries and payments.