Members Area Guide Book

Carnegie Project on the Education Doctorate

An illustrated guide to getting the most out of our interactive and self-service website
Dear CPED Member,

Thank you so much for your support and efforts towards making the EdD the strongest professional doctorate in education! To help you get involved in CPED, learn more about our upcoming convening:

2019 October Convening  
October 21-23, 2019  
Hosted at University of South Carolina

In addition, we want to make sure you’re taking full advantage of all the membership benefits available! Here are a few other things to get started with ASAP:

- **Resources for your Institution** - With your institutional membership all of your faculty, administrators, and students have access to the resources on our website.

- **Opportunities for Recognition** - We offer three awards—Program of the Year, Dissertation in Practice of the Year, and the David G. Imig Distinguished Service award.

- **CPED Improvement Groups (CIGs)** - CIGs consist of groups of members who share a common interest in specific topics, contexts, or components of EdD program design and who want to learn about and develop strategies for improving best practices.

- **Opportunities to Publish** - Have you seen our journal? We encourage your faculty and students to consider publishing or reviewing for our journal, Impacting Education: Journal on Transforming Professional Practice.

Should you need any assistance or have any questions or comments about your membership or benefits, please feel free to contact us at 412-648-7428 or email us at info@cpedinitiative.org.

We look forward to seeing you at our 2019 October Convening!

Sincerely,

Jill Perry, PhD  
Executive Director
Get to know the CPED Team

Who We Are

Jill A. Perry, PhD
Executive Director
jillaperry@cpedinitiative.org
(412) 624-7272

Debby Zambo, PhD
Associate Director
debby.zambo@cpedinitiative.org
(623) 695-0682

Carolyn L. Carlins, MA
Operations Manager
carolyn.carlins@cpedinitiative.org
(412) 648-7428

Emma Abruzzo, MeD
Graduate Assistant
EmmaAbruzzo@cpedinitiative.org
Membership Has Many Benefits

- Our website is powered by MemberClicks, the association industry’s most powerful Association Management Software systems.
- Our website offers many self-service and exclusive benefits that only institutional members and their faculty, staff, and students can take advantage of.
- To ensure only Members receive these benefits, these areas of our site require a valid log in.
- The pages in this guide will teach you how to log in and update your information, as well as take advantage of as many benefits as possible.
- The more you update and personalize your membership, the more value will receive from us.

Login Here!
If you have forgotten your password, no worries! Click ‘forgot your password’ or ‘forgot username’ and enter the email address associated with your profile. You will then be emailed a link to reset your password.

(HINT: you might want to try your email address as your username.)

Note: To receive the link via email, the email address you enter must be the email address in your membership profile.

Once you have a Username and Password, you can use it to access any Members-only or restricted items, like our resources, CPED events, member directory, and other features.
What Can I Do Here?

- Access the Member Directory
- View your profile
- View the Event Calendar
- Interact and connect with other members
- View any members only content on this website
- View/ Pay Annual Dues Invoices (Deans and Key Contacts ONLY)
Click on ‘My Profile’ from the Members Only Area. Then, hover over the words ‘My Profile’, to make additional changes to your profile.

In this area you can:

- Change your profile picture that shows on the Member Directory
- Edit your privacy settings
- Change your password
- Manage how we contact you
- View past emails we have sent to you
- View a list of all your invoices
- View all forms that you have submitted
My Profile

- These fields show you what information we have now. Please fill in any blanks so that we can know you as well as possible.
- Information here can be used on your Directory listings or for communications we send out.
- Make sure to click Save at the end of the process.
The Message History area will show you all of the emails the organization has sent to your personal inbox. If you ever delete an email, there is a full record kept in this area of your profile. Simply click on the subject line to open the body of the email.

Having a hard time receiving emails? White List our email address. Click here to see how.
View your Payments

- Under ‘My Profile’ you have the ability to display your invoices.
- This area will show you past payments you have made.
- To open any of these payments, simply click on the Invoice ID to view the invoice.
This area provides the opportunity to connect and build relationships with other members. You can;

- See all your connections with other members
- Browse the directory
- Search for Members
- View your connection requests to other members.
- See requests from other members to connect with you.
Our Directory is exclusively available to CPED members and can be valuable in connecting you with other members.

To update what displays for your profile in the directory listing, please edit your profile privacy settings.

*NOTE* All members are automatically included in the Directory. To Opt-Out, please select “Opt-Out: in your profile fields.
Inbox

Your Inbox will show you messages between you and other members. These are private direct messages between you and one other member.
Member Only Areas

Once you have set up your profile, use your login to access any Members-only areas, like program resources, CPED events and more! Please visit the links below to explore all our new website has to offer:

- [Resource Center](#)
- [Convening Information and Registration](#)
- [Member Tool Kit](#)
- [Jobs @ Member Institutions](#)
If you are an individual member, this concludes the guide book of CPED’s new website.

If you are a Dean or Delegate, please continue to learn about paying membership dues and updating your organizational profile.
Key Contacts

• Key contacts can be Deans, Delegates, or university administrators.
• Key Contacts can:
  • Update Organizational Profile information
  • Review, add, and remove linked profiles
  • Register *multiple* profiles for events and convenings
  • Pay dues on behalf of the organization

• Key Contacts can access this information from their own profile under the “My Profile” tab.

• *Note:* Deans and Delegates ONLY have automatically been set as Key Contacts.
Deans, Delegates, & Other Key Contacts

• To update your Organization's' profile, hover your mouse over 'My Profile' and click on 'Your Organization'.

• Information here can be used on your Directory listings or for communications we send.

• The fields show you what information we have now. If you are a Dean, Delegate, or Key Contact please fill in any blanks.

• Note: the email field is the email address we will send your renewal notice to.

• Make sure to click Save at the end of the process.
Linked Profiles

• To view profiles linked to your organization, click on “Individual Profiles”

• From here you can **review, create,** and **unlink** profiles linked to your organization

• You can also assign faculty and administrators as key contacts
How to Renew Your Membership

• A member can renew their own membership in one of three ways:

• By paying the auto-generated Renewal invoice tied to their renewal notification

• By logging in and submitting a Renewal Form

• By logging in and using the Renew option from the My Profile page

Here's an example of a renewal email that will be sent directly to your personal email inbox.

Kinsey,

We would like to take the opportunity to thank you for your support over the past twelve months. We value all contributions to MCU, and memberships make up the lifeblood of our organization. Your involvement is important and very much appreciated.

We know people have busy lives, so we wanted to take this opportunity to remind you that your membership with MCU will expire on 08/01/2016.

If you are still deciding whether to renew, or just haven't gotten around to it yet, please let us remind you of what you will be missing if you do not renew:

1. Networking Opportunities
2. Membership Directory Visibility
3. Discounted Event Registration
4. CE Opportunities

We hope that you will take the time to renew your membership and remain part of our community. It couldn't be easier - just click the link below to pay the attached invoice.

Your financial contributions truly are vital to our existence, but so is your membership - just knowing that you support what we are doing keeps us going.

Click here to pay this invoice
Renew from your personal inbox

• Here's an example of a renewal email that will be sent directly to your personal email inbox.

• Simply click "Click here to pay this invoice" to be taken to your invoice to pay online or download to mail in payment.
Renewal Form

Please take our renewal form to renew your membership for the next year.

By taking the renewal form, it allows you the opportunity to update your information, and add any linked profiles as needed.

Once you have complete our renewal form, a renewal invoice will be generated and emailed to you.

Note: In order to renew, you must have received a renewal email notification.
Renew From Your Profile

Log in

Navigate to ‘My profile’

Click ‘Renew’
Pay Your Renewal Invoice

Once you have clicked submit. You will be taken to your renewal invoice to pay.

Paying an Invoice: Paying an invoice couldn’t be easier. Simply click on the button at the bottom ‘Pay Now. Our payment area will come up for you to enter your card and billing information.
Thank you for reviewing our Member Guide!

Should you have any questions. Please reach out to us at:

info@cpedinitiative.org
412-648-7428