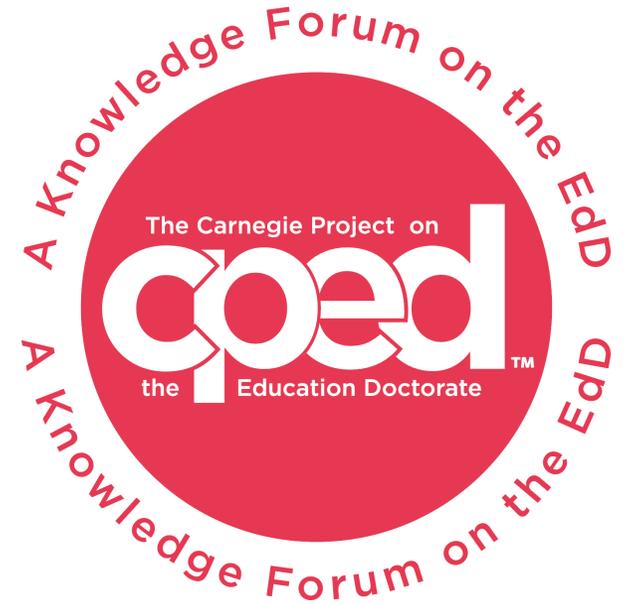




Members Area Guide Book

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



Who We Are

Get to know the CPED Team



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Membership Has Many Benefits



Login Here!

- 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 you more you update and personalize your membership, the more value will receive from us



Take Control of Your Membership



[Home](#) | [Our Ideas](#)

Username

Password

Keep me logged in

Login

[Forgot your password?](#) [Forgot your username?](#)

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.

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.



What Can I Do Here?

The Carnegie Project on the Education Doctorate

cpedTM
A Knowledge Forum on the EdD

Home | Our Ideas | Our Work | Our Members | Resources | About Us

HELLO
my name is
Carolyn Carlins
Admin

Member Logout

Search our site... Search

Quick Links

- Resource Center
- Convenings
- Impacting Education Journal
- 2018 Annual Report
- My Profile

See something wrong? [Update your profile!](#)

[Member Directory](#) | [My Profile](#) | [Event Calendar](#) | [My Community](#) | [Community Forum](#)

Welcome to the Members Only Area!

Upcoming Events

Mon Oct 21, 2019
[#CPED19 October Convening](#)

- 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

The screenshot displays the top navigation bar of the CPEd website. The logo 'The Carnegie Project on the Education Doctorate' and 'cped' are visible, along with the tagline 'A Knowledge Forum on the EdD'. A 'Home' link is present in the top right. Below the navigation bar, a user profile menu is open, showing options: 'Change Profile Picture', 'Privacy', 'Change Password', 'Contact Preferences', 'Message History', 'Invoices', and 'Submissions'. The profile picture area shows a placeholder silhouette.



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.

My Community My Profile Connections My Features Inbox

Your membership will expire at 11:59 PM EST on Aug 28, 2019.

Renew

 **Mary Sue**
5 hours 1 minutes ago

Last online
less than a minute ago

Profile views
0 view(s)

My Status

Share your thoughts here...

[Change Profile Picture](#) [Start a new circle](#) [Write Message](#)
[Privacy](#) [Upload photos](#) [View your inbox](#)

Wall



Add Comment

Show All (0)

Username

Expiration Date
08/28/2019

Join Date
05/14/2015

Member Type
Org Employee

Group
Org Employee

Cancel Save



Message History

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.](#)

My Community		My Profile	Connections	My Features	Inbox	Search Directory	
Message History		Change Profile Picture				Status	Date
Subject		Privacy					
BEST TIME EVER!!!!		Change Password				Opened	10/11/2018 1:01 PM
MCU Newsletter		Contact Preferences				Sent	10/10/2018 12:03 PM
MC LIVE - Test		Invoices				Opened	10/09/2018 1:51 PM
MC LIVE - BEST TIME EVER PART 2!!!!		Submissions				Opened	10/09/2018 1:51 PM
MC LIVE - New File Upload				MCU		Sent	10/09/2018 10:16 AM
MC LIVE - BEST TIME EVER!!!!				MCU		Sent	10/09/2018 10:05 AM
A message has been posted for Where to :				MCU		Sent	07/25/2018 3:45 PM
Your June MCU Newsletter is inside!				MCU		Sent	06/20/2018 2:08 PM
E-list Moderator Approval Notice				MCU		Opened	03/29/2018 4:49 PM
A message has been posted for Test Test				MCU		Sent	02/14/2018 2:18 PM



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.

My Community **My Profile** Connections My Features Inbox

Invoices

ID	Type	Created Date	Due Date	Status	Total Amount	Amount Paid	Balance
435476	Credit Memo	04/12/2016	N/A	Paid	\$-50.00	\$-50.00	\$0.00
1056	Forms	08/10/2015	09/09/2015	Paid	\$75.00	\$75.00	\$0.00
435464	Forms	02/18/2016	03/19/2016	Paid	\$225.00	\$225.00	\$0.00
435515	Forms	06/03/2016	07/03/2016	Paid	\$280.00	\$280.00	\$0.00
435516	Forms	06/03/2016	07/03/2016	Paid	\$50.00	\$50.00	\$0.00
435534	Forms	07/08/2016	08/07/2016	Open	\$-100.00	\$0.00	\$-100.00
435535	Forms	07/12/2016	08/11/2016	Paid	\$-25.00	\$-25.00	\$0.00
435637	Ad Hoc	12/30/2016	01/14/2017	Paid	\$5.00	\$5.00	\$0.00
435747	Forms	04/10/2018	05/10/2018	Open	\$75.00	\$0.00	\$75.00
435745	Forms	04/10/2018	08/18/2018	Open	\$400.00	\$0.00	\$400.00

10 Per Page of 10 Page 1 of 1 First Previous Next Last



Connections

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.

The screenshot displays a navigation bar with the following items: My Community, My Profile, **Connections** (highlighted with a red border), My Features, and Inbox. Below the navigation bar, there is a membership expiration notice: "Your membership will expire at 1" with a "Renew" button. A dropdown menu is open under the "Connections" tab, listing the following options: Show All Connections, Browse Directory, Advanced Search, Requests Sent, and Pending My Approval. Below the menu, a user profile card is visible for "Mary Sue", featuring a profile picture of a woman with glasses and a green top. The profile card includes the text: "Mary Sue", "5 hours 1 minutes ago", "Last online less than a minute ago", and "Profile views 0 view(s)".

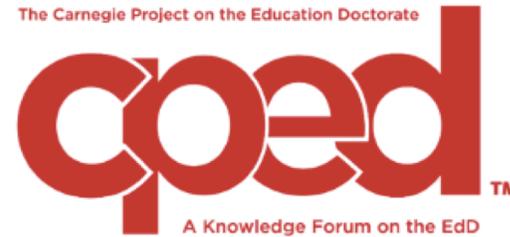


Member Directory

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.



[Home](#) | [Our Ideas](#) | [Our Work](#) | [Our M](#)

[My Community](#)

[My Profile](#)

[Connections](#)

[My Features](#)

[Inbox](#)

My Community

[Show All Connections](#) | [Advanced Search](#) | [Requests Sent](#) | [Pending My Approval](#)

Results 1 - 10 of 1789



[Kellie Abbott](#)

University of Pittsburgh

0 connections

[Write Message](#)

[Add as connection](#)



[Eleanor Abrams](#)

University of Massachusetts - Lowell



Inbox

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

My Community | My Profile | Connections | My Features | **Inbox**

Your membership will expire at 11:59 PM EST on Aug 28, 2019.

[Renew](#)

Inbox
Sent
Write

Mary Sue
5 hours 1 minutes ago

Last online
less than a minute ago

Profile views
0 view(s)

My Community | My Profile | Connections | My Features | **Inbox** 2 | Search Directory

Sarah Smith
So excited to be p
1 hours 34 minutes

Last online
52 minutes ago

Profile views
2 view(s)

My Status
Share your thoughts here...

Notifications

New Message:

Networking
Test 2, 27 Jan 2017, 09:56 AM

New Connection Request:

Kelly MemberClicks wants to be your connection
[Approve](#) [Remove](#)

[Show all \(0\)](#)



Member Only Areas

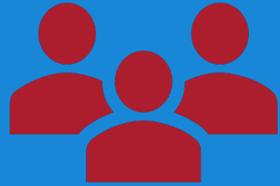
Once you have set up your profile, use your login to access any Members-only areas, like program resources, CPED events and more! Please visit the links below to explore all our new website has to offer:

- [Resource Center](#)
- [Convening Information and Registration](#)
- [Member Tool Kit](#)
- [Jobs @ Member Institutions](#)

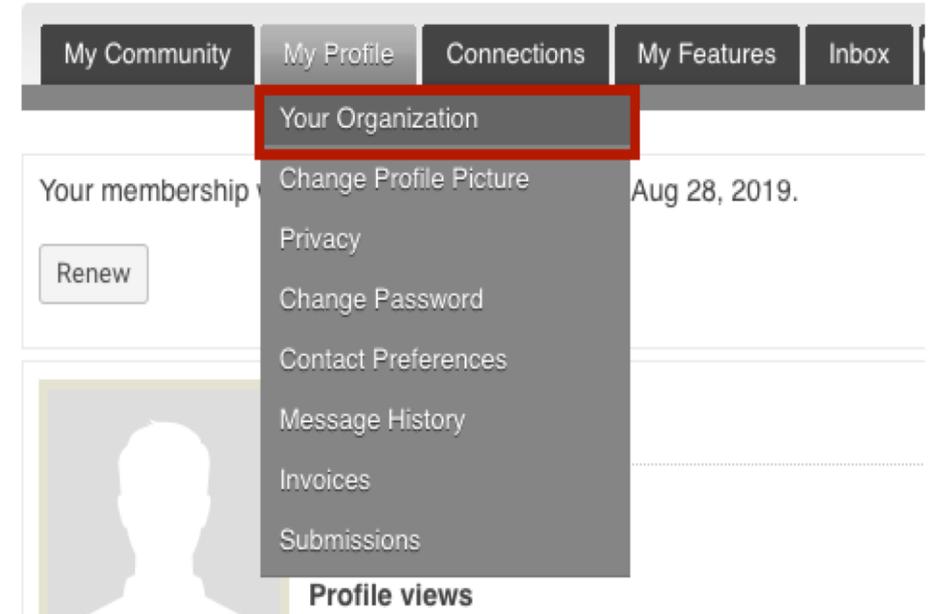
The screenshot shows the CPED website's Member Only Areas page. At the top left is the CPED logo with the tagline "A Knowledge Forum on the EdD". The navigation menu includes "Home", "Our Ideas", "Our Work", "Our Members", "Resources", and "About Us". A dropdown menu under "Resources" is open, showing "Resource Center", "Member Toolkit", and "Resources for Deans & Delegates". Below the navigation is a "Member Logout" button and a search bar. The main content area is titled "Resource Center" and contains a paragraph explaining the center's purpose. Below this are four circular icons representing "About", "CPED Framework", "Program Redesign", and "Improvement Groups". To the right of the main content is a "Quick Links" section with buttons for "Resource Center", "Convenings", "Impacting Education Journal", "2018 Annual Report", and "My Profile". At the bottom right, there is an "Upcoming Events" section showing "Mon Oct 21, 2019" and "#CPED19 October Convening".



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.





If you are a Key Contact to an Organization, you are able to make changes to the organization profile through your individual 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

The screenshot shows a user interface with a navigation bar at the top containing the following items: My Community, My Profile, Connections, My Features, and Inbox. A dropdown menu is open under 'My Profile', with the 'Your Organization' option highlighted by a red border. The dropdown menu contains the following options: Change Profile Picture, Privacy, Change Password, Contact Preferences, Message History, Invoices, and Submissions. Below the navigation bar, there is a section titled 'Your membership' with a 'Renew' button and a date 'Aug 28, 2019.'. Below that is a profile picture placeholder and the text 'Profile views'.

- 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.



My Community | My Profile | Connections | My Features | Inbox

Profile | Change Profile Picture | Contact Preferences | Message History | Invoices | Submissions | Individual Profiles

Individual Profiles

Create Linked Profile

Contact Name	Key Contact	Member Type	Unlink
Alaisa Grudzinski	<input type="checkbox"/> OFF	University Member Linked	Unlink
Allison Roda	<input checked="" type="checkbox"/> ON	University Member Linked	Unlink
Alma Rocha	<input type="checkbox"/> OFF	University Member Linked	Unlink
Amy Eckelmann	<input type="checkbox"/> OFF	University Member Linked	Unlink

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.

MCU <mcu@memberclicks> 12:29 PM (0 minutes ago) ☆
to kinsey ▾

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.

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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](#)

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.



Member Lc

Home

About Us

Membership

Events

Members Only

Contact Us

Membership

To update and renew your organization's membership, choose from the membership options below.

Membership Options

1 period - \$1350.00 (through Aug 28, 2020)

Organization Name*

MemberClicks

Organization Address

3495 Piedmont Rd. NE

Bldg. 12, Ste. 110

Atlanta

Georgia

30305

United States

Organization Email (this address will receive renewal reminders)*

msfindlater@memberclicks.com

Organization Phone

404-879-2800

Next

Renew From Your Profile



Log in



Navigate to 'My profile'



Click 'Renew'

My Community

My Profile

Connections

My Features

Inbox

Your membership will expire at 11:59 PM EST on Aug 28, 2019.

Renew



Addy Bauermeister

3 years ago

Last online

less than a minute ago

Profile views

30 view(s)



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.

The screenshot shows a web application interface with a navigation bar at the top containing 'My Community', 'My Profile', 'Connections', 'My Features', 'Inbox', and a notification icon with the number '2'. A search bar labeled 'Search Directory' is also present. Below the navigation bar, the page title is 'Transactions'. A large grey button labeled 'OPEN' is positioned on the left side of the main content area. The main content area displays the following information:

MemberClicks
3495 Piedmont Rd. NE
Bldg. 12, Ste. 110
Atlanta, Georgia 30305
United States

Invoice # 435841
Invoice Date 11/13/2018
Invoice Due 08/28/2019

Amount Due \$1350.00

Transactions

Description	Amount
Membership Renewal - Organization - MemberClicks (through August 28, 2020) Mary Sue Duncan McCreery Kinsey Mahan Jill Mahan Teresa Herman Jay Fitzmaurice Addy Bauermeister	\$1350.00

Total Amount \$1350.00
Amount Paid -\$0.00
Amount Due \$1350.00

NOTES
Thank you for your sponsorship payment! Contact 1-800-REFRESH with questions.

At the bottom, there are two buttons: 'Pay Invoice' and 'Download Invoice', which are highlighted with a red rectangular border.

Questions?

Thank you for reviewing our Member Guide!

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

info@cpedinitiative.org

412-648-7428