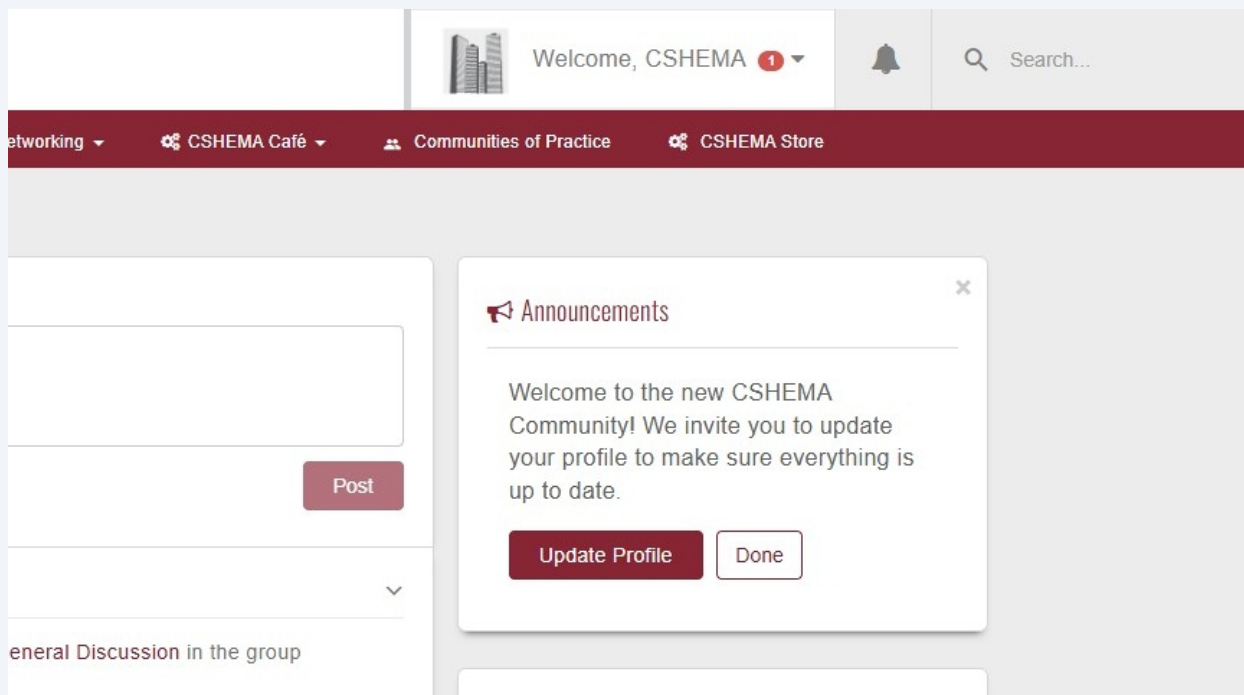
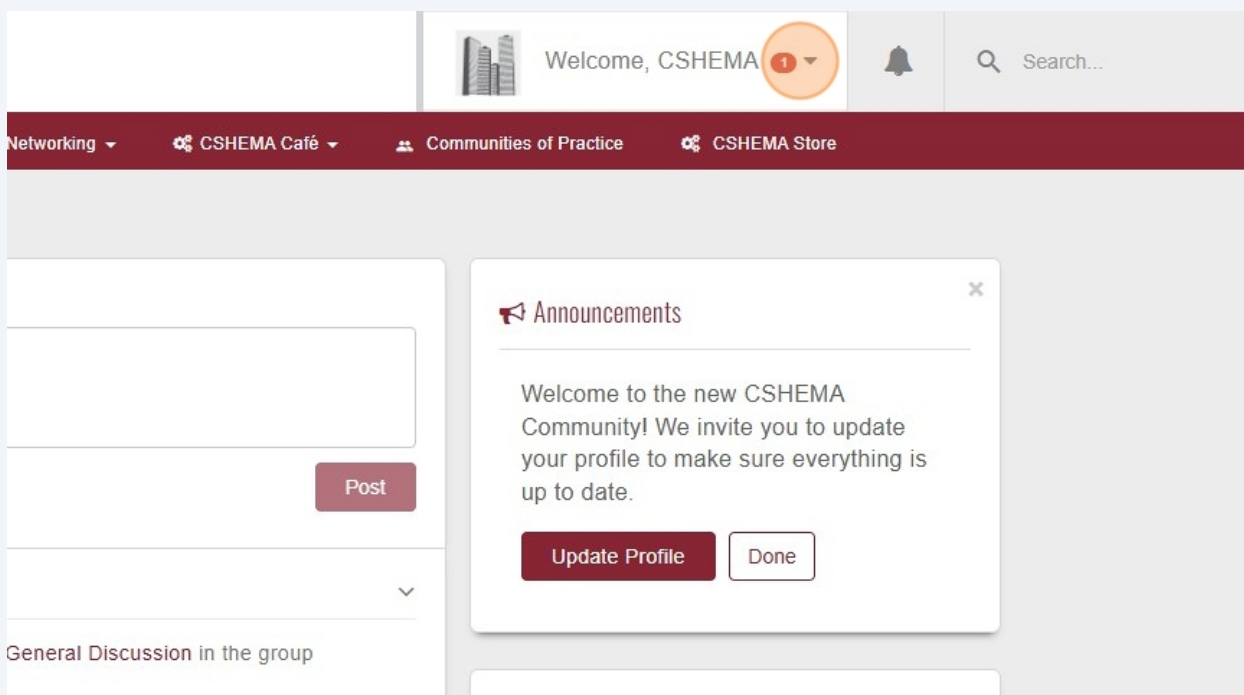


How to Manage Sub-Accounts on Your CSHEMA Institutional Account

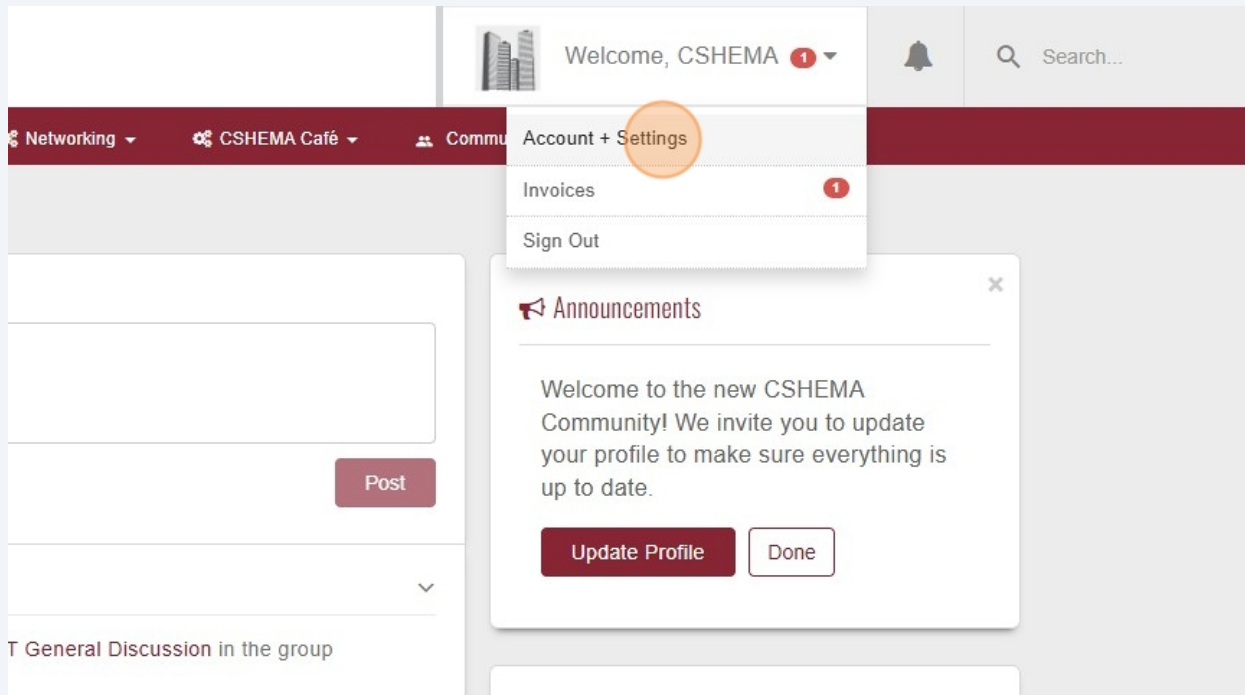
1 Navigate to [CSHEMA Connect](#)



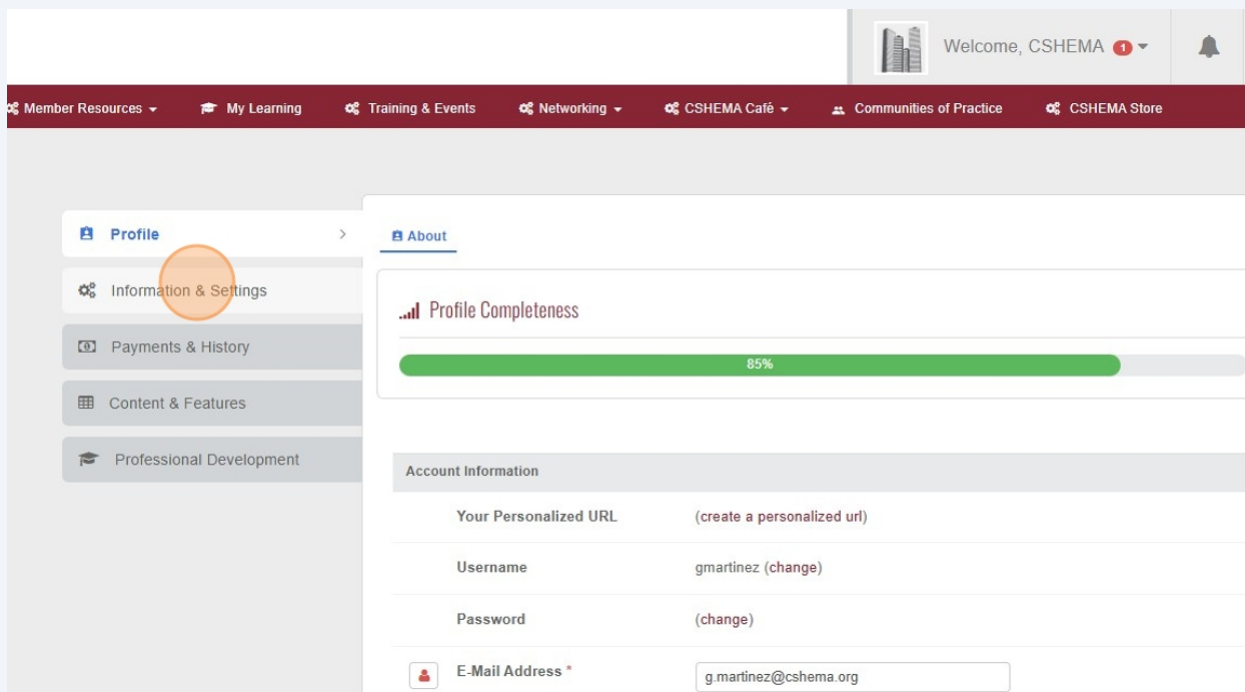
2 Click on Your Profile in the Top Right Corner



3 Click "Account + Settings"



4 Click "Information & Settings"



5 Click "Sub-accounts"

The screenshot shows the CSHEMA user interface. At the top, there is a navigation bar with links: Member Resources, My Learning, Training & Events, Networking, CSHEMA Café, Communities of Practice, and CSHEMA Store. Below this, a sidebar on the left contains a 'Profile' section with links to 'Information & Settings', 'Payments & History', 'Content & Features', and 'Professional Development'. The 'Information & Settings' section is expanded, showing a 'Preferences' tab and a 'Sub-Accounts' tab, which is highlighted with an orange circle. The 'Sub-Accounts' tab contains a table with columns 'On/Off', 'Category', and 'Description'. The table lists several preferences related to community events, connections, and groups, each with an 'On/Off' checkbox.

On/Off	Category	Description
☐	Community	Email me when a community event is added
☐	Connections	Allow other members to view my connections
☐	Connections	Email me when I receive a connection invite
☐	Connections	Email me when one of my connections updates their profile *
☐	Connections	Email me when one of my connections uploads a new photo *
☐	Groups	Email me when an event is added to a group of which I am a member
☐	Groups	Email me when someone in one of my groups updates their profile *

6 Find Your Direct Link and Manage Sub-accounts

The screenshot shows the CSHEMA user interface. At the top, there is a navigation bar with links: My Feed, Member Resources, My Learning, Training & Events, Networking, CSHEMA Café, Communities of Practice, and CSHEMA Store. Below this, a sidebar on the left contains a 'Content & Features' section with links to 'Professional Development' and 'Sub-accounts'. The 'Sub-accounts' section is expanded, showing a 'Create Sub-accounts' button and a 'Your Sub-accounts Direct Link' section. The 'Your Sub-accounts Direct Link' section contains a text input field with the URL https://members.cshema.org/general/register_start.asp?regkey=9E239D73-4EEF-4873-9D83-287B5F842E3A, which is highlighted with an orange circle. Below the link, there is a text box for 'Invite New Members' and a 'Send Invite' button.

Activate all available seats

You can create Sub-accounts by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Sub-accounts

Your Sub-accounts Direct Link (get a new public key)

https://members.cshema.org/general/register_start.asp?regkey=9E239D73-4EEF-4873-9D83-287B5F842E3A

Your Sub-accounts direct link may be provided to potential Sub-accounts by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

Invite New Members

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

Send Invite

7

Alternatively, Send an Email to New Members

Professional Development

You can create Sub-accounts by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

Create Sub-accounts

Your Sub-accounts Direct Link (get a new public key)

https://members.cshema.org/general/register_start.asp?regkey=9E239D73-4EEF-4873-9D83-287B5F842E3A

Your Sub-accounts direct link may be provided to potential Sub-accounts by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

Invite New Members

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

Send Invite

YOU ARE SIGNED IN AS: CSHEMA (SIGN OUT)

ADMIN DASHBOARD | RETURN TO PREVIOUS ADMIN PAGE | SITE RESOURCE MA