



## CUES MEMBERSHIP BENEFIT SCAVENGER HUNT CONTEST

Whether you are an individual member or part of an Unlimited or Unlimited+ group membership, CUES wants to set you up for success. This scavenger hunt will simplify your ability to access your benefits and leverage them as you accomplish new goals in your career. Complete all of these tasks for a chance to win for yourself and your organization.

### Tips Before You Start

- Use Chrome, Firefox, or Mozilla browsers for better user experience while using **cues.org**, Internet Explorer is not your friend!
- Log in to **cues.org**. If you have forgotten your password use your email address and complete the forgot password process.
- Click the account tab and review your profile data. Update your account information or change your password if necessary.

### Explore Your Benefits

#### CUES LEARNING PORTAL

- Set up user profile to start accumulating points right away.**

**Complete the following items:**

- Degree, Accomplishments, Experiences and Certificates (Found in the content section)
- Upload your profile photo (Settings)
- Update your notifications (Email tab in settings)
- Follow Your Colleagues.** Find 10 people who work for your organization and follow them
- Select Find A Pathway**—Think of a skill that you would like to sharpen and find a pathway to meet the need.
- Read section one of a pathway and recommend the material to a colleague or person you are following.**

#### OTHER TASKS

- Click on CU Management Magazine** and make sure you have access to our award-winning content
- Visit the Councils** find your local council and view upcoming events
- View a recorded Webinar or Elite Access session.** Stored in Professional Development & Events/Online events only. To access recordings click SHOW ARCHIVED ONLINE CONTENT.
- Download the CUES Guide to Effective Mentorship or Leadership Development Guide** (My account button and select access my benefits)

#### CUESNET

- Accept the user terms or agreement**
- Tell us about yourself.** Update your education, job history, and professional association affiliations.
- Upload your photo**
- Join the CUES Member Community.** Click SETTINGS to select your notification preference.  
  
By selecting REAL TIME, you will receive emails anytime someone posts to the community.  
  
DAILY DIGEST provides a summary of daily activities the following business day.  
  
NO EMAIL means you will not receive notifications, however you may view posts from the Home page feed.
- Search the Community Libraries** to explore documents shared by members related to internal policy and procedure.
- Visit the MY MEMBERSHIP menu.** Under the individual tab you will find resources to help you update your account.  
  
Select Setting Up Your CUES Learning Portal Page to start the next journey.

**Complete and email your finished checklist to [awards@cues.org](mailto:awards@cues.org) by December 6<sup>th</sup>, 2019 to be entered into the contest.**

