

**CUES Reminder – 1 month out**

**Purpose:***Send one (1) month after the welcome emails are sent from CUES*

**Directions:***Copy and paste the template below into a new email, replace all highlighted fields, then send*

**SUBJECT: Don’t forget about your CUES Membership!**

Hello Team,

As part of your ongoing professional development, <CU/ORGANIZATION NAME> has invested in you! A month ago, you were granted access into the Unlimited(+) membership with CUES. You should have received a welcome email and logged in to cues.org by now. The <COURSE NAME> course was shared to you, with a due date of <DUE DATE>. Please be sure to login and complete the course before the due date.

If you are interested in additional learning opportunities, review the content catalogs below:

[CUES Learning Portal Content Catalog](https://higherlogicdownload.s3.amazonaws.com/CUES/e78ff45b-6ed9-4bd8-8f9f-12ae88dcf91d/UploadedImages/Content_Catalog_-_CUESNet.pdf)

[Harvard ManageMentor Catalog](https://www.cues.org/sites/default/files/2021-03/CUES%20Harvard%20ManageMentor%20Course%20Catalog%20%20-%20MEMBER_0.pdf)

Be sure to check out the [CUES Member Help Center](https://www.cues.org/member-help-center#tab1) to find additional resources within your membership.

If you have trouble accessing CUES, please contact them right away at 608.271.2664 opt. 2 or cues@cues.org.