Company Admin How-to Document

Updating an Account

Purpose: *When an individual's record needs updating. Updates that can be made here are: name, title, email, phone number, and address.*

Process:

To complete the steps below, you must have admin rights for cues.org.

1. Once you are logged in to cues.org, you'll be in the myCUES Dashboard. From here, click 'Manage My Account'.

Hi, Laura.

Laura Gibbs
Member Engagement Manager
CUES Staff

Membership Level
Unlimited+

Member ID
1081755

Manage My Account >

2. Now, scroll down to the 'Manage Membership Access' section and click 'Add/Remove/Update Database'.

Manage Membership Access

This section is for Company Administrators Only!

In this section you may add, update, or remove staff from our database and grant them access to membership. The person must be added to the database before they can be granted access to membership. We recommend that admins review and update this information annually to ensure that only current employees and board members are receiving CUES access through your organization. This section is for company administrators only!

Company Profile Management

Add/Remove/Update Database
Check here to ensure that your dashboard contact is in the database. You must add them to the database before you grant them membership. You can also download your current roster of staff/board contacts in this section. This section does not grant or verify access to the membership.

Add/Remove Membership Access
Here you may add/remove access to membership or magazine subscriptions for your staff and board. This option is only available to organizations with U or U+ memberships. You must enter the contact in the database before granting access. Only company administrators can use this function. Contact us at cues@cues.org for assistance.

3. Locate the person whose account needs to be updated in the list on the left-hand side and click their 'Member ID'.
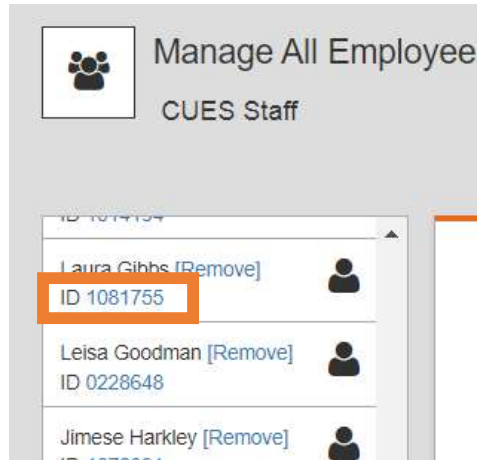
1. The account will appear on the page. Make any necessary changes and click Save at the bottom of the page.
   *If you are changing a title, be sure to adjust 'Position Level' and 'Department' as needed.
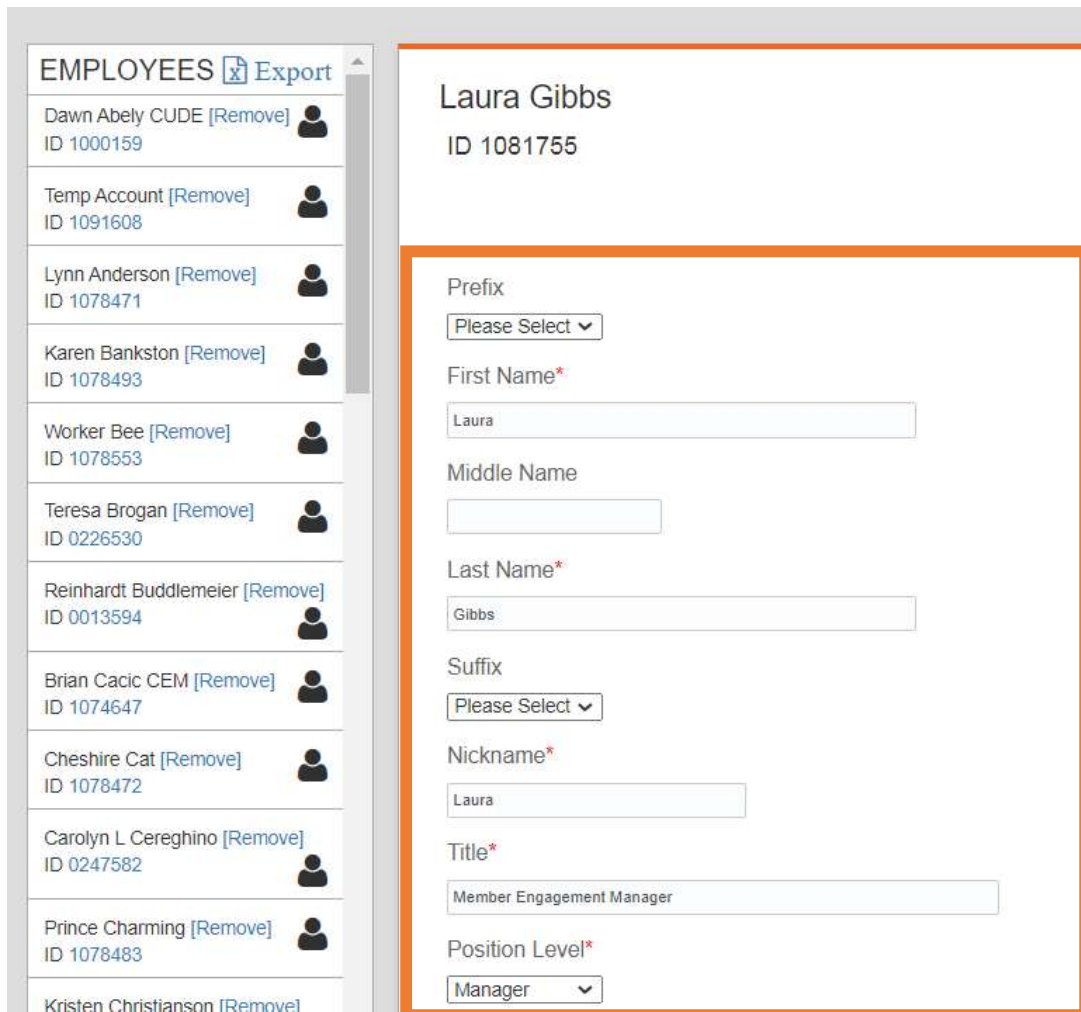
2. Repeat steps 3 & 4 for other accounts that need updating.