

**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 to 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, on <DATE>. Please be sure to login and complete the course.

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

[CUES Learning Portal Content Catalog](https://www.cues.org/sites/default/files/2023-12/23_CUES_Learning_Portal_Catalog.pdf)

[Harvard ManageMentor Catalog](https://www.cues.org/sites/default/files/2023-01/CUES-Harvard-ManageMentor-Course-Catalog.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.