Congratulations, your new group membership is now active!

What happens now?

Use this checklist to help you launch the membership to your staff and board.

- [ ] **Step 1: Watch our benefits demo videos** to familiarize yourself with all your CUES membership has to offer.

  Unlimited: Board | Staff **Unlimited+:** Board | Staff

- [ ] **Step 2: Schedule your onboarding session** to learn how to leverage your member benefits across your organization. To get started with your new CUES membership, we'll provide a personalized walkthrough of your administrative access. We will also discuss how to implement CUES resources into your existing learning and development strategy, and answer any questions you might have.

- [ ] **Step 3: Fill out the Onboarding Form.** Filling out this form will help us tailor your onboarding session specific to your credit union's needs.

- [ ] **Step 4: Update your users.** You can do this through the admin features on your myCUES dashboard. Find how-to guides for your use in the Admin/Trainer Member Help Center under Admin Tools. Or send us a list of your staff/board and we will do the initial setup for you. *Include First and Last Name, Title, and Email Address.*

- [ ] **Step 5: Send an internal email** to your staff/board to let them know this membership is ready for their use. Find templates for your use in the Admin/Trainer Member Help Center under Let the Journey Begin.

- [ ] **Step 6: Take a Harvard ManageMentor course and/or a CUES Learning Portal course** and choose one to share with your staff/board to kickstart your membership activity.

  Harvard ManageMentor Course Catalog CUES Learning Portal Course Catalog

- [ ] **Step 7:** Check out our Virtual Classrooms and Webinar Series for additional online learning and register your staff/board to attend—these are free!

If you have any questions throughout your CUES journey, please contact our Membership Team at 608.271.2664 opt. 2 or **cues@cues.org**.

CUES
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