



Instructions for Updating Contact Records and Individual Profiles

Overview

CIC's database contains contact information records for all member institutions, along with profiles for key individuals at those institutions. By logging into the database online, institutions can directly update two levels of information:

- institution's mailing address, phone number, and website address; and
- profiles of individuals at the institution, which includes their contact information, title, and role at the college/university.

Instructions for Updating

- Visit the "Manage Your Profile" page on CIC's website by clicking the following link:

www.cic.edu/About-CIC/Membership/Pages/Manage-Your-Profile.aspx

- Click "Manage CIC Profile" and enter a username and password. (If you do not know this information, click "Forgot Your Password" to retrieve your login information.)
 - If you are logging in for the first time, you will be required to update your password to a personalized password that you will remember for future visits. After updating your password, the browser window will close. Click "Institution Management" again to proceed directly to the Institution Management homepage.

NOTE: The president is the only individual with login permission to manage the institution's information. Presidents may provide their login information to their assistant or another staff member, who can then log-in and manage the institution's information.

- After logging in, there are two functions: "Edit Institution Address" and "View/Update Institution Roster."
- **Edit Institution Address**
 - Review and make any necessary updates to your institution's mailing address, phone number, and website address.

- **View/Update Institution Roster**

- Use this page to update the information of individuals at your institution, add new individuals, or remove individuals no longer at the institution.

NOTE: Please be aware of the list of individuals that CIC considers as key institutional contacts. Be sure all are included for your institution (if applicable). These roles are:

- 1) President
- 2) Chief Academic Officer
- 3) President's Spouse
- 4) Chief Academic Officer's Spouse
- 5) Chief Financial Officer
- 6) Assistant to the President
- 7) Chief Advancement Officer
- 8) Chief Student Affairs Officer
- 9) Public Relations Director
- 10) Institutional Research Director
- 11) Computing Director
- 12) Library Director

- To update an individual's information (role, title, email, address, phone, or fax), click on the individual's name, edit the necessary information, and save changes.
 - For name changes, please contact Kate Webber, CIC's membership manager, directly at kwebber@cic.nche.edu.
- To remove an individual who is no longer employed at the institution, click the "remove" button next to the individual's name.
- To add a new individual, click the "Add a New Contact" button, fill in the appropriate information and submit the update. Once you've added a new person, you will automatically return to the "View/Update Institution Roster" page. From this page, you will need to designate an institutional role for the newly added contact by clicking on his/her name, selecting the correct role from the dropdown list on the "Edit Profile" screen, and saving the changes.

For questions or help, please contact Kate Webber, CIC's membership manager, directly at (202) 466-7230 kwebber@cic.nche.edu.