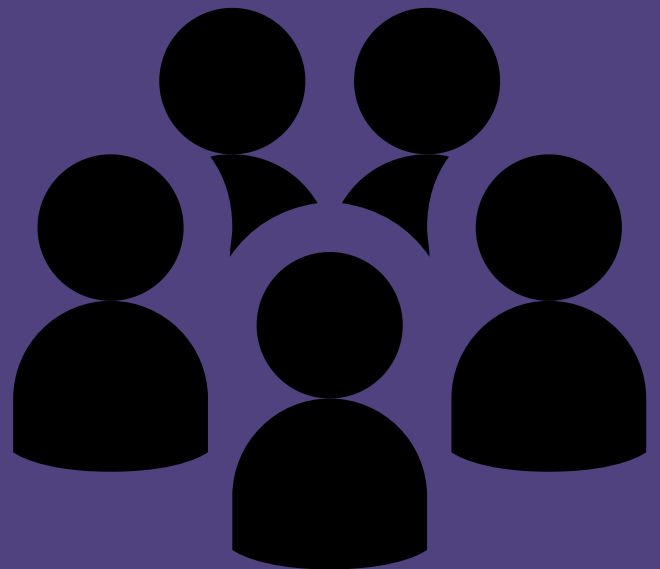# DIVERSITY ABROAD MEMBERSHIP

GUIDE TO ADDING LICENSED USERS

Overview

Diversity Abroad recently launched a new feature for institutional and organizational administrators that makes it easier to manage which contacts associated with your organization have access to a licensed user account. Member Licenses allow users associated with your organization to access member-only resources and discounts on Diversity Abroad events among other benefits (full list of benefits can be found here).

Each member institution/organization has a set number of licenses that it can distribute to team members. Now, institutional administrators can log into their account and check a box for those users that should be licensed users. Please note that people can still be associated with your organizational profile without being a licensed user.

In this guide, you will find step-by-step instructions on how you can manage this process.
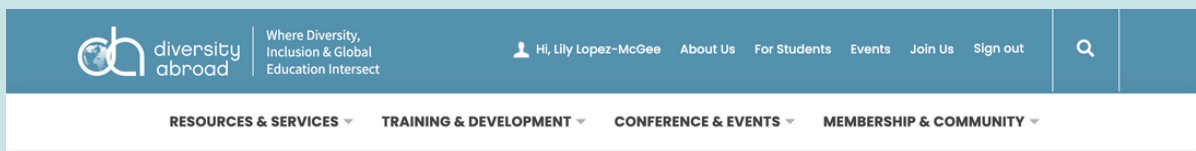
If at any point you run into issues, please contact our staff at members@diversityabroad.org for assistance.
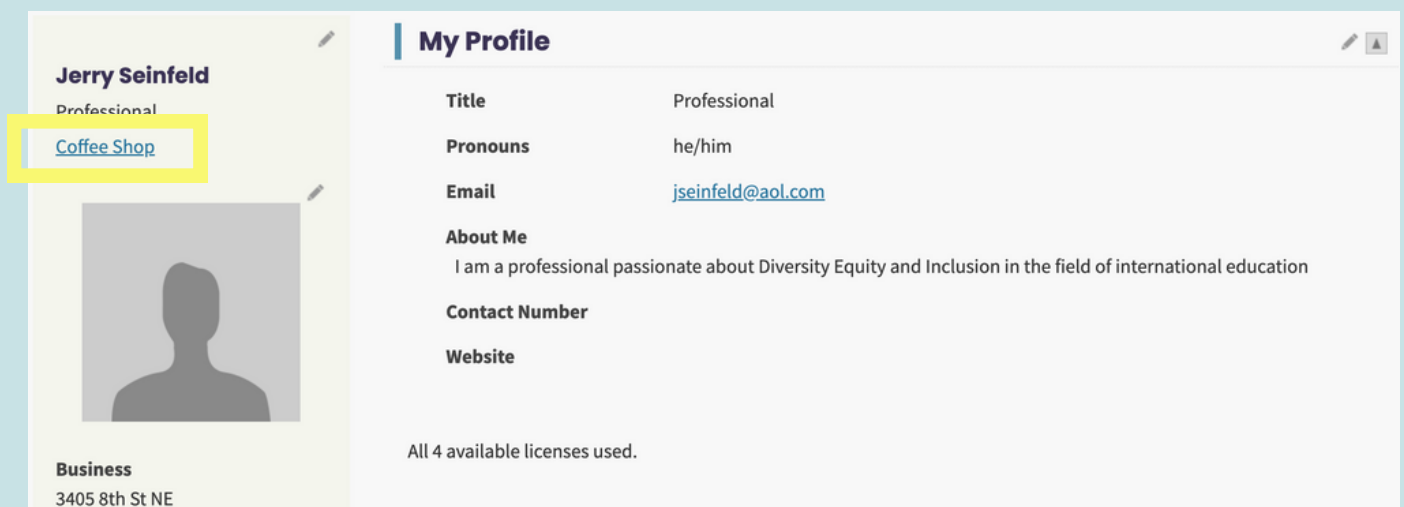
![diversityabroad logo]

Enabling Licensed Users

Step 1

Sign into your account here.

Step 2

Go to your organizational profile which can be found by clicking on the hyperlinked text of your institution's name just above the profile picture.
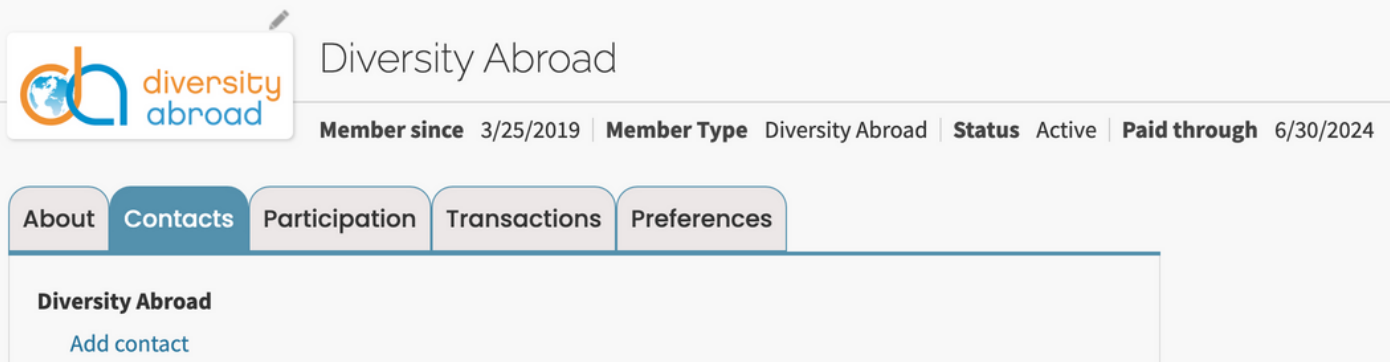
Enabling Licensed Users

Step 3

Click on "Contacts" tab within your organizational profile.
- If you have contacts associated with your account, click on their name to go to their profile.
- If you do not yet have contacts associated with your account, click on "Add Contact" to add the contact to your institutional profile.

Diversity Abroad

Member since 3/25/2019 | **Member Type** Diversity Abroad | **Status** Active | **Paid through** 6/30/2024

About | Contacts | Participation | Transactions | Preferences

Diversity Abroad

Add contact

Enabling Licensed Users

Step 4

Once on the individual users profile, go to the "Is Licensed?" section, and select the check box to enable their license access. Scroll to the bottom of the page, and click save.

Home > **My Account**

Lily Lopez-McGee
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Diversity Abroad

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| My Profile

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Pronouns	she/her
Email	llopezmcgee@diversityabroad.org
About Me	
Contact Number	
Website	diversityabroad.org

Is Licensed

☐ Is Licensed?

Save   **Cancel**

Enabling Licensed Users

Step 5

Return to your organizational profile, and confirm users appear under "Licensed Users".