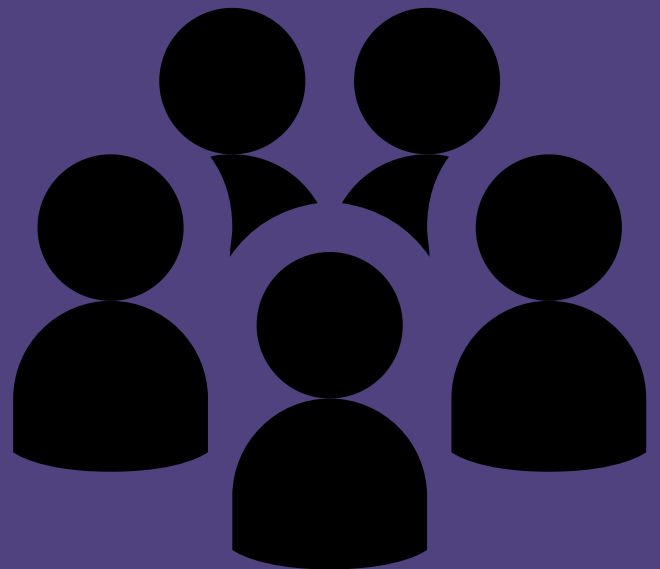


DIVERSITY ABROAD MEMBERSHIP

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.

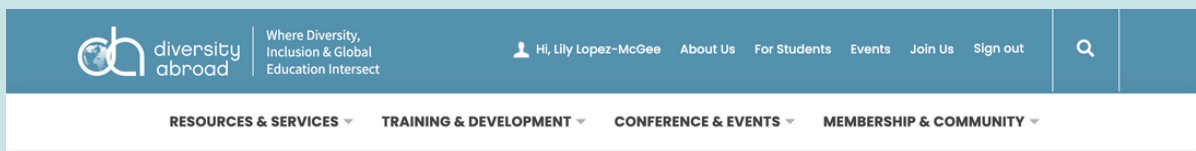
If at any point you run into issues, please contact our staff at members@diversityabroad.org for assistance.

Enabling Licensed Users



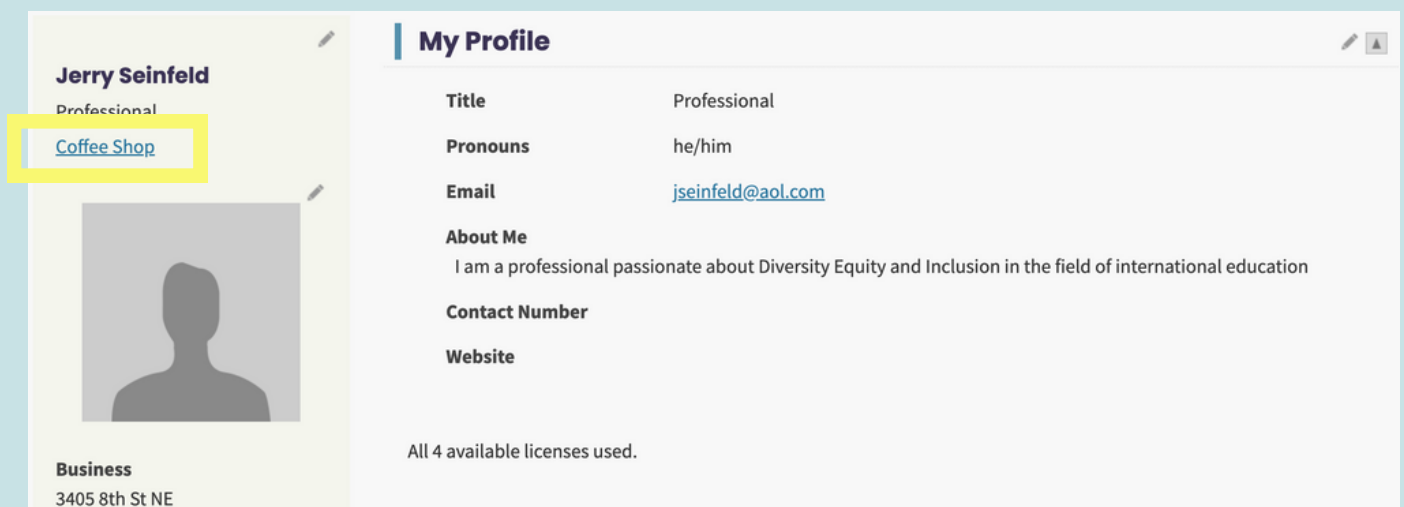
Step 1

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.



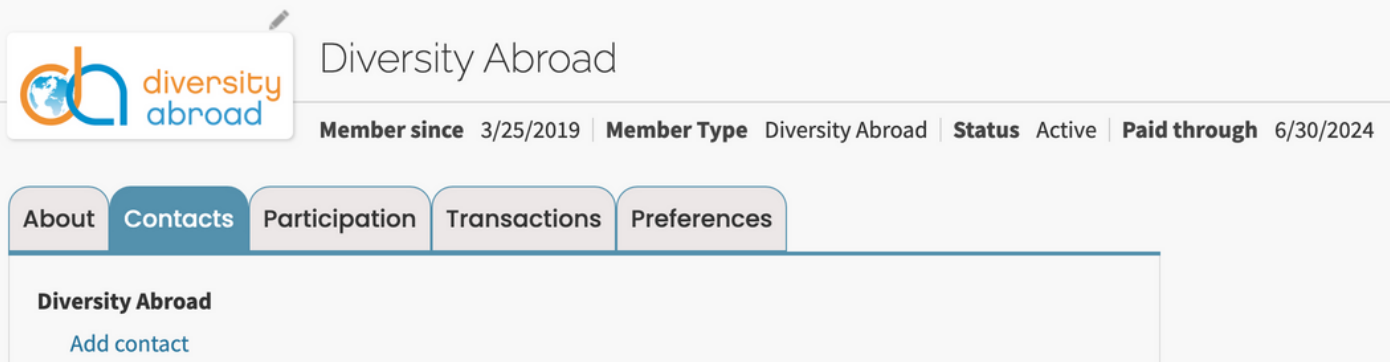
Enabling Licensed Users



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.



The screenshot shows the Diversity Abroad member profile page. At the top left is the Diversity Abroad logo. To its right, the name "Diversity Abroad" is displayed. Below the name, the following information is shown: "Member since 3/25/2019 | Member Type Diversity Abroad | Status Active | Paid through 6/30/2024". Below this information is a navigation bar with five tabs: "About", "Contacts", "Participation", "Transactions", and "Preferences". The "Contacts" tab is currently selected and highlighted in blue. Below the navigation bar, the "Diversity Abroad" profile name is shown again, followed by a link that says "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
Executive Director
[Diversity Abroad](#)



Business
1731 Delaware St
Berkeley, CA 94703-1326
UNITED STATES
llopezmcgee@diversityabroad.org

My Profile

Title Executive Director

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".

The screenshot displays the Diversity Abroad member profile page. At the top left is the Diversity Abroad logo. To its right, the text "Diversity Abroad" is displayed. Below this, a row of metadata includes "Member since 3/25/2019", "Member Type Diversity Abroad", "Status Active", and "Paid through". A navigation bar contains tabs for "About", "Contacts", "Participation", "Transactions", and "Preferences". The main content area is titled "Profile" and features a dropdown menu labeled "Licensed Users". The dropdown is currently open, showing the text "There are no records."