

CASE Membership

Changing your institutional affiliation online

Changing jobs within advancement?

The best way to move your membership from a current or former employer to a new one is to contact the CASE Member Support team in your regional office. We will gladly help you make sure your account is correctly moved and up-to-date. support.case.org

Another way to change your affiliation is to connect with your new institution's membership coordinator. They have access to a special area to locate your former institutional affiliation record and move it.

As a third alternative, you can move your membership yourself online. We don't expect members to do so and have not built explicit capacity for this online, but it is possible.

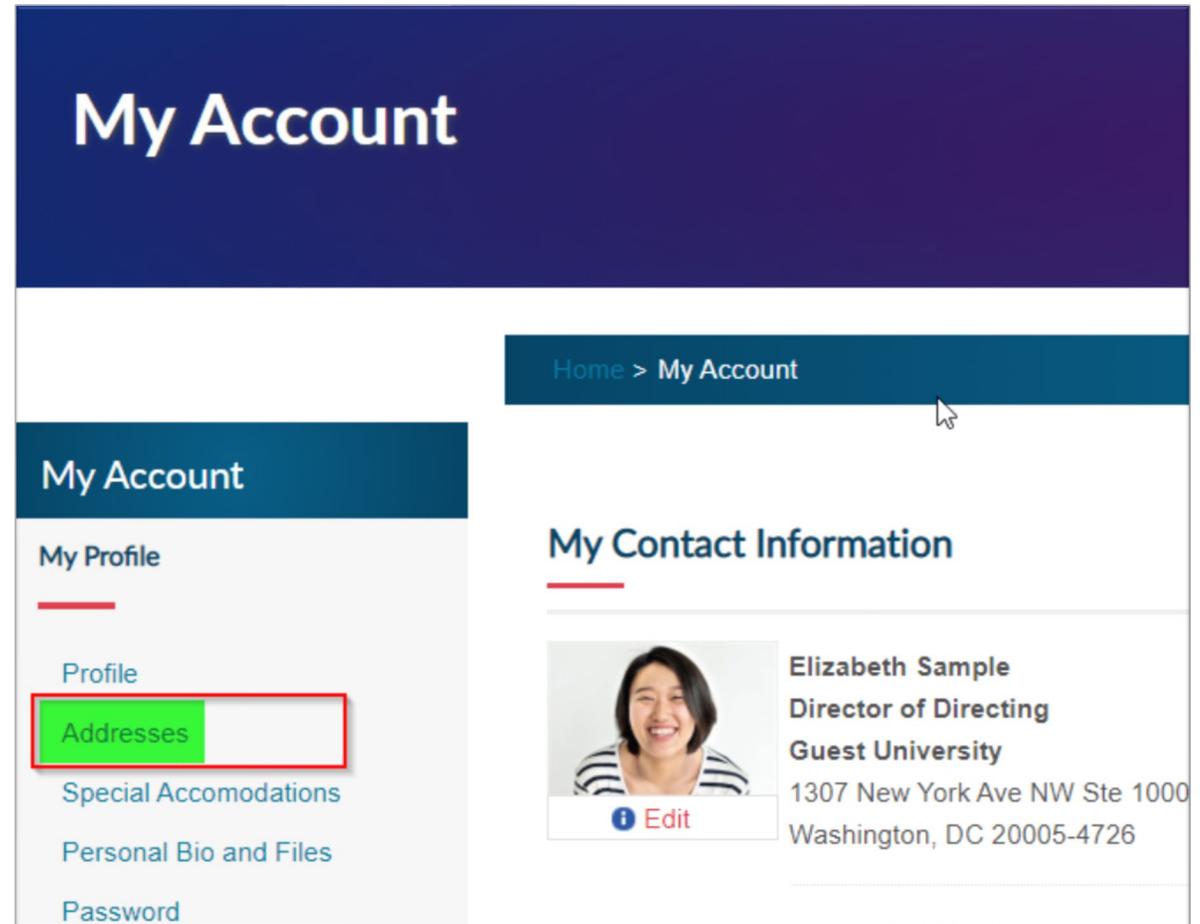
****Before getting started, please note****

Changing your affiliation will display your name to the new institution's membership coordinator. If they are not yet aware that you've started, they might remove you and cause an interruption of your benefits. **Be sure to communicate to your coordinator that you've taken these steps yourself.**

My Account

Login to your current or most recent CASE account.

Start on the “Addresses” tab within My Account



The screenshot displays a web interface for a user's account. At the top, a dark blue header contains the text "My Account" in white. Below this, a teal breadcrumb trail shows "Home > My Account". A left-hand navigation menu, also titled "My Account", lists several options: "My Profile", "Profile", "Addresses", "Special Accomodations", "Personal Bio and Files", and "Password". The "Addresses" option is highlighted with a green background and a red border. To the right of the navigation menu, the main content area is titled "My Contact Information" and features a profile picture of Elizabeth Sample, Director of Directing at Guest University, with her address: 1307 New York Ave NW Ste 1000, Washington, DC 20005-4726. An "Edit" button is visible below the profile picture.

On your **Main Address** click *Edit*



Main Address (Work)

Elizabeth Sample
Director of Directing
Guest University
1307 New York Ave NW Ste 1000
Washington, DC 20005-4726

[Edit](#)

To the right of your current **Company Name**, click *Change*

Edit Address

* *Required*

* Country: United States

* Address Type: Work

* Full Name: Elizabeth Sample

Job Title: Director of Directing

Company Name: Guest University [Change](#)

* Address Line 1: 1307 New York Ave NW Ste 1000

Address Line 2:

Your current information will default.

Simply remove that information and enter your new institution.

Be sure to change the **City, State** and/or **Country** if those details changed as well.

Click [Find Company](#) to search for your entry.

Company Name:	<input type="text" value="Guest University"/>
City:	<input type="text" value="Washington"/>
* State:	<input type="text" value="District of Columbia"/>
	<input type="text"/>

Select your new institution from the list and click **CONTINUE**.

Don't see your institution listed? Try adjusting your company and searching again. Do not abbreviate or include a unit, school, or department name.

- Nearly all U.S./Canadian higher ed institutions are in our database.
- Most elementary/secondary schools in the US/Canada are in our database.
- Many institutions in Europe, Asia, Africa, and Australia are already in our database.
- If you can't find your institution but you think it is a CASE member, STOP and contact CASE for assistance.

If you select "None of the Above" at the end of the list, you may continue, but you will not receive membership benefits.

Edit Address

** Required*

Address Type:

Company Name:

City:

* State:

* Country:

FIND COMPANY

Select	Company
<input type="radio"/>	University of Tennessee System Office Knoxville, TN
<input type="radio"/>	University of Tennessee Chattanooga Chattanooga, TN
<input type="radio"/>	University of Tennessee at Martin Martin, TN
<input type="radio"/>	University of the South Sewanee, TN
<input type="radio"/>	University of Tennessee Knoxville, TN
<input type="radio"/>	Pontifical University of the Holy Cross Foundation Nashville, TN
<input type="radio"/>	University of Tennessee Health Science Center Memphis, TN
<input type="radio"/>	University of Tennessee Foundation Memphis, TN
<input type="radio"/>	The University of the South Sewanee, TN
<input type="radio"/>	None of the Above

CONTINUE

if you don't see your institution. This is rarely used

You will return to the edit address page, but with your new institution's main address pre-populated.

If you have a different location on your campus you may edit the pre-filled information as needed.

Be sure to update your job title if it has changed.

Leave the "This is my Main Employer" box checked.

Click **SAVE**

* Required

* Country: United States

* Address Type: Work

* Full Name: Elizabeth Sample

Job Title: **edit as needed** Director of Directing

Company Name: University of Testing

* Address Line 1: 1307 New York Ave. NW

Address Line 2: Suite 1000

Address Line 3: **personalize your address as needed**

* City: Washington

* State: District of Columbia

* Zip Code: 20005

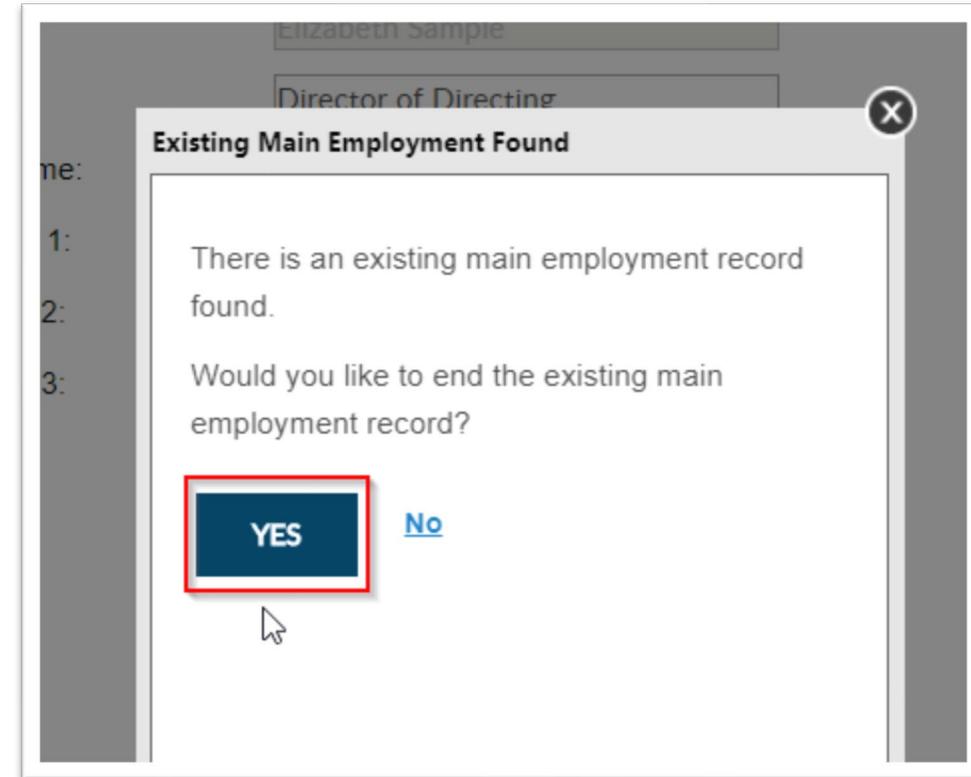
This is my Main Employer

leave checked.

SAVE Cancel

This message will appear if your current record has an affiliated membership.

- Select YES if you wish to continue to move your membership to your new institution [most common].
- Select NO, if you want to abandon your changes.



You have completed transitioning your membership.

But you'll still need to update your Phone, Email address, and other information in your profile.

Updating your Email address in your profile will also update what you use to login to the CASE Website as your username.

Your current password does not change unless you change it as an additional step.

The screenshot shows a user profile page for 'University of Testing'. The profile information includes a name, address (1307 New York Ave NW Ste 1000, Washington, DC 20005-4726), phone number (202) 220-2202, and email address 00310085WORK@TMARESOURCES.COM. There is an 'Edit' button next to the phone number. The 'My Meetings' section lists two events: 'Connect West CASE District VII Conference' (04 Mar 2020 - 07 Mar 2020, San Francisco, CA USA) and 'International Masterclass' (04 Mar 2020, San Francisco, CA USA). Both events have a 'View Registration' link. The left sidebar contains navigation links for 'Special Accomodations', 'Personal Bio and Files', 'Password', 'Involvement', 'Communication', and 'Purchases'. The 'Phone, Email, and Social Media' link in the 'Communication' section is highlighted with a red box. A red box with the text 'Either location can be updated' is positioned between the 'Phone, Email, and Social Media' link and the 'Edit' button, with red arrows pointing to both.

University of Testing
1307 New York Ave NW Ste 1000
Washington, DC 20005-4726

Phone: (202) 220-2202
Email: 00310085WORK@TMARESOURCES.COM

My Meetings

Meeting Name	Registration Link
Connect West CASE District VII Conference 04 Mar 2020 - 07 Mar 2020 San Francisco, CA USA	View Registration
International Masterclass 04 Mar 2020 San Francisco, CA USA	View Registration

Phone, Email, and Social Media

Either location can be updated

Edit

Thank you for vising the CASE website!