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
On your **Main Address** click *Edit*
To the right of your current **Company Name**, click **Change**
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.
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.*
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
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.
Thank you for visiting the CASE website!