

MEMBERSHIP GUICK START AND ACCESS GUIDE

# **QUICK START GUIDE**



If you are a new

advisor, you

will need to

create a login

by clicking

simply log in and proceed

to the registration page,

then continue to follow

#### Step-by-Step Instructions

Go to the SkillsUSA website at *www.skillsusa.org* and locate **JOIN** at the top of the page. Click the **JOIN** button to proceed.







When creating your

login for the first time, you will be able to select state, school and program

area. You must have an active chapter to be able to locate your school. If your school is not listed, please click on Can't Find Your School and request that your school be added.







### **QUESTIONS? WE'RE HERE TO HELP**

For assistance with anything SkillsUSA, including registering members and accessing Professional Membership Benefits, contact the SkillsUSA Customer Care Team.

Monday/Wednesday/Friday (8 a.m. – 5 p.m. ET) Tuesday/Thursday (11 a.m. – 7 p.m. ET) Chat: SkillsUSA Register (register.skillsusa.org)

Call: 844-875-4557 Email: customercare@skillsusa.org



If prompted, please answer the Secret Question for password security, then select Create Login.

	login to the SkillaUSA Registration Web Site. Ion every time you eccess this web site. Your login 1d must be a valid, working email addri
5 Supply Password	
Choose a Question:	What city were you born in?
Provide an Answer:	
	teacher@school.com
Confirm;	A. B. Skilled High School, Markelway
Confirm; Provious Create Login	







You will be taken back to the Login screen. Use your email address and password to log in.



Members

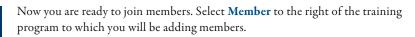
register for conferences.

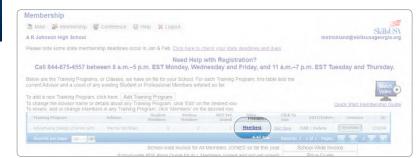


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Call 844-875-4557 betw	reen 8 a.m5 p.		Need Help w nday, Wedn			d 11 a.m	7 p.m. EST T	uesday and	Thursday.
Below are the Training Programs. current Advisor and a count of any	or Classes, we have existing Student or	e on tile for you Professional I	e School For e	ach Training I d so far.	hogram, this t	able lists the			Watch
To add a new Training Program, c To change the Advisor name or de To review, add or change Member	stalls about any first	Prostam	embers' on the	e desired row desired row				Ouck Start Me	embership Guide
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vou are a new advisor. u will need to Add aining Program (the field you teach).







Note: Advisors who were professional members last year have been automatically entered as professionals for the current year. Please verify that your email address is current, and delete advisors that are no longer with the school. Advisors and students are not officially joined until Step 12 is completed and an invoice generated.





#### Then select Add Member. The Membership Details record will appear.

Edit Members	5					
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Back To Sch Advertising Desi	an (Commi Art) (M	arcia Strickland	is Program • A R Johnson High	School)	Subari Frais shows the	ose Members have not vet been s
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Complete the requested information for each member. Students and professional members should only be entered

into one training program to prevent duplicates. Continue to save and add new members until all members have been entered into the system. Be sure to enter yourself as a professional member and change the **TYPE** field from "student" to "professional." Include an email address.

Edit Member 🍮 Main 🚜 Membership 🛛 🙀 Conferen<u>ce 🧶 Alumni 🧐 State</u> Director 🦕 Maintenance 💿 Help 💥 Logout Join This Program Quncan - SkillsUSA Beta Test Back To School e grid below contains all the ational Office o add new members, click 'Add New' at the bottom of the table or click here Add Memb Last Graduatic Gender Stud/Prof Division

You are ready to submit your membership to SkillsUSA by selecting Join This Program located at the top of the page. Now the steps for payment will be generated.

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On the payment page, complete the following fields: Verify Advisor's Email Address, Opt In, Payment Method, 100% Students Joining, Combined or Split Invoice. Read and accept the statement: "Once you click 'Join Now' no drops or substitutions can be made and you guarantee to pay the invoiced amount." Upon completion of all fields, click the final Join Now in bottom left corner.

## **CONGRATULATIONS!**

You have joined SkillsUSA. You are able to return at any time and add new members or print invoices. For assistance in growing your chapter or help in registering members, call the SkillsUSA Customer Care Team toll-free at: 844-875-4557.

## **PAYMENT REQUIREMENTS AND OPTIONS**

By submitting membership online, you are agreeing to pay the stated SkillsUSA membership fees. Services begin when membership is submitted.

If paying by Visa, Mastercard or American Express: Go to the Edit Training Program screen and click the Invoices button next to your training program. Click Pay Now. To pay for all school invoices, click the School-Wide Invoice button at the bottom of the screen and click the credit card link. Enter your credit card information as requested.

**If paying by check:** Please send a copy of your membership invoice with the check to the address on the invoice. **If using a purchase order:** Verify with your accounting department whether a purchase order is required prior to joining members. Then, submit your purchase order and a copy of your membership invoice to your school accounting office for payment. Please follow up to be sure your invoice is paid. Ensure that you provide a current email address when submitting your membership so you can access your professional membership benefits.

**Note:** Payment for all membership submitted is required for your students to be eligible for national competitions and to serve as national voting delegates or national officer candidates.

Mail a copy of your membership invoice and payment to:

SkillsUSA Inc., Attn.: Membership 14001 SkillsUSA Way Leesburg, VA 20176-5494

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## ACCESSING THE BENEFITS OF PROFESSIONAL MEMBERSHIP

Complete and submit Professional Membership through SkillsUSA REGISTER (*register.SkillsUSA.org*). For information on how to submit membership, refer to the SkillsUSA Quick Start Guide on the reverse side of this publication.



Once Professional Membership is submitted, the member will receive two emails. The first email — which will come from **SkillsUSA REGISTER** will confirm submission of membership. The second will come from **SkillsUSA ABSORB** (*noreply@myabsorb.com*). To validate your professional member benefits, click on the validation link.

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Please note that this link will only be active for seven days. If the email is not received, please check junk/spam folders.

The validation link will direct you to a webpage to create a password. Create a password and click the **Reset Password** button.



Password reset successfully, Login Once a password is successfully created, a **Login** button will appear. Click on this button. Log in using the member email as the username and newly created password.

Once logged in, the member will now have access to the SkillsUSA ABSORB dashboard. Navigate to the Accessing My Resources section located in the middle of the page and select **Professional Membership Benefits**.





This will open the courses available to the member. Locate and click on the **Professional Membership Benefits** folder. The benefits will then be displayed. Click **Start** or **Resume** to access.



• Once the account is created, this account can be accessed in several ways:





ONNECT

Directly on In S SkillsUSA ABSORB at reg absorb.SkillsUSA.org. log

In SkillsUSA REGISTER at register.SkillsUSA.org. After logging in, select the benefits at the bottom of the dashboard. Within SkillsUSA CONNECT (*connect. SkillsUSA.org*). After logging in, locate the **SkillsUSA ABSORB** button on the right side of the Advisor Dashboard.

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# **ONLINE RESOURCES**

Our web resources for advisors and students support active participation and the development of SkillsUSA Framework skills.



champions.skillsusa.or



