

SAVE TIME! ACCESS YOUR "MY SCUP" PAGE

Make "My SCUP" your first stop when it comes to updating your profile, setting your communication preferences, viewing your conference activities, and more.

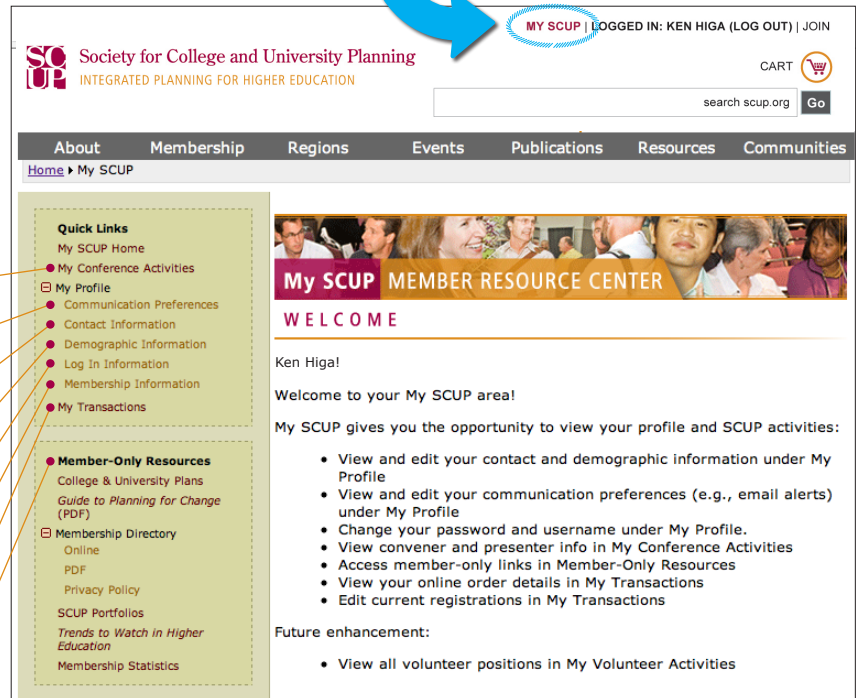
It's easy and fast.

- On www.scup.org, click on "My SCUP"
- Log in using your SCUP username and password.

(If you don't know your username and password, a link will be provided on the login page.)

Below you will find details about what is available.

We will keep you posted on future enhancements for 2012—Enjoy!



1 Access information for conveners and presenters.
My Conference Activities if you are convening or presenting a conference session.

2 Set communication preferences.
My Profile and select Communication Preferences (see next page).

3 Update contact information such as a new email address or telephone number.
My Profile and select Contact Information.

4 Update demographic information such as accreditations and certifications.
My Profile and select Demographic Information.

5 Update log in information such as a new username or password.
My Profile and select Log In Information.

6 See who is included in a group membership.
My Profile and select Membership Information.

7 See past financial transactions such as book purchases and registrations and also edit a current event registration.
My Transactions.

8 Access member-only benefits like the online membership directory, membership statistics, *Trends in Higher Education*, and the new SCUP Cybrary.
Member-Only Resources section.

COMMUNICATIONS PREFERENCES

Here's how you can tell SCUP which email alerts you would or would not like to receive.

1. Go to My Profile and select Communication Preferences.
2. Click on the link "Edit Your Communication Preferences."
3. Make your choices, then hit "save."

Edit My Communications Preferences

Instructions:
Uncheck the box next to the items you do not want to receive an alert about.

Communication Choices by Topic

- Advertising
- Annual Conference
- Awards
- Exhibiting
- Planning for Higher Education (PHE) Journal
- Publications
- Regional Events (in your region)
- Regional eNewsletters (from your region)
- SCUP Email News (SEN)
- Sponsorship
- Trends to Watch in Higher Education
- Webcasts
- Workshops

If you would like to receive regional updates from a region other than your own, **check the box** next to that region(s).

Receive additional regional communication

- Mid-Atlantic
- North Atlantic
- North Central
- Pacific
- Southern

Section 1:

You can edit your communication preferences by checking or unchecking the boxes for topics related to updates you wish to receive.

Section 2:

If you want to receive updates about a region that is not your own, check the box.

SCUP provides knowledge and resources on integrated planning for higher education, with a particular focus on academic, strategic, fiscal, facilities, and infrastructural planning.