

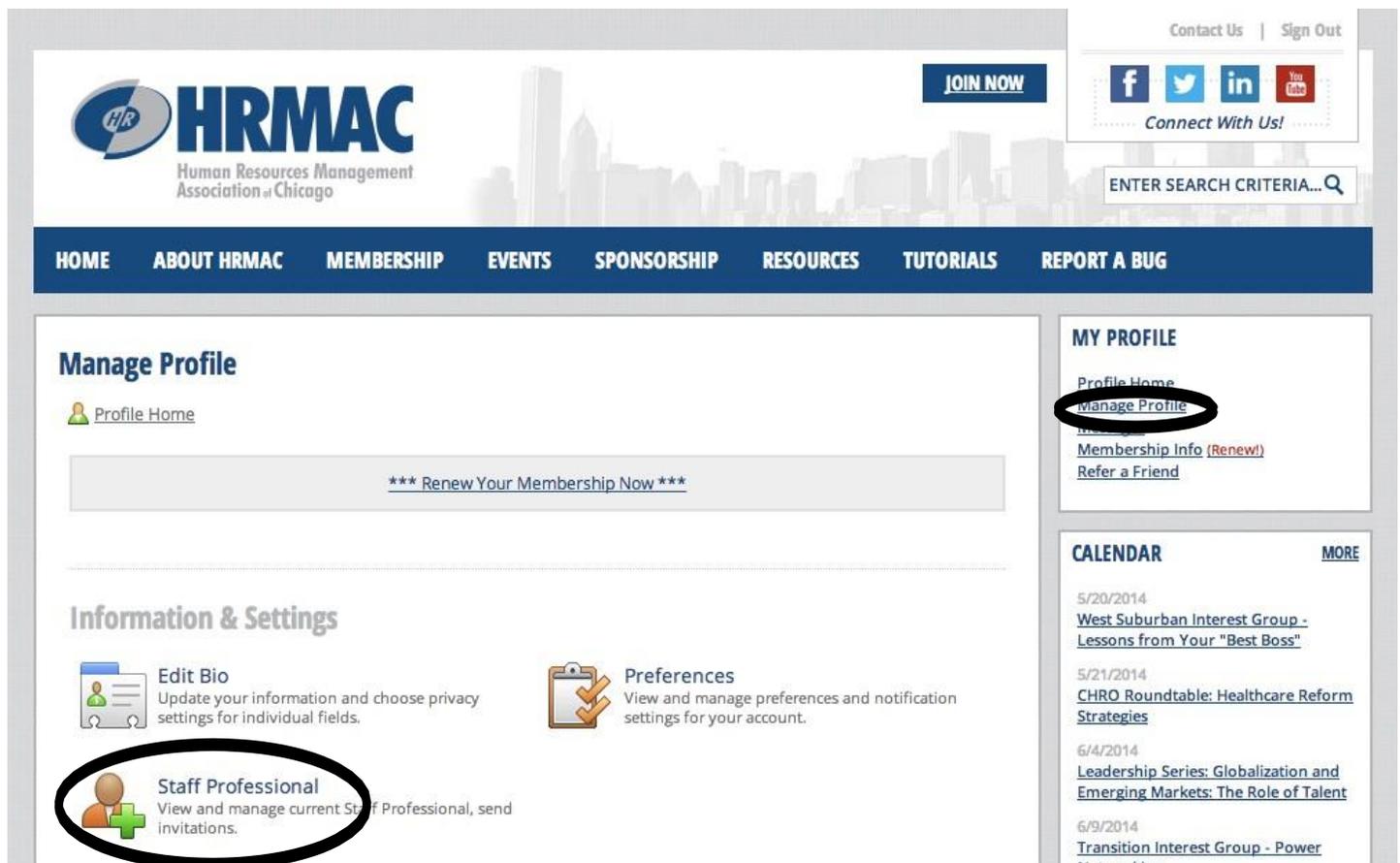
# Managing Your Company Roster Professional Services Members

As the primary contact for your company's Professional Services Membership, you manage the company roster and can add or remove your staff professionals to the roster.

Login to the [www.hrmac.org](http://www.hrmac.org) website with your Company's username and password (not your personal username and password).

After you login, go to Manage Profile.

Click on the Staff Professional icon:



The screenshot shows the HRMAC website interface. At the top left is the HRMAC logo (Human Resources Management Association of Chicago) and a 'JOIN NOW' button. To the right are social media icons for Facebook, Twitter, LinkedIn, and YouTube, along with a search bar. A navigation menu includes: HOME, ABOUT HRMAC, MEMBERSHIP, EVENTS, SPONSORSHIP, RESOURCES, TUTORIALS, and REPORT A BUG.

The main content area is titled 'Manage Profile'. It includes a 'Profile Home' link, a '\*\*\* Renew Your Membership Now \*\*\*' banner, and an 'Information & Settings' section with three options: 'Edit Bio' (update information and privacy settings), 'Preferences' (manage preferences and notification settings), and 'Staff Professional' (view and manage current staff professionals, send invitations). The 'Staff Professional' option is circled in black.

On the right side, there is a 'MY PROFILE' section with links for 'Profile Home', 'Manage Profile' (circled in black), 'Membership Info (Renew!)', and 'Refer a Friend'. Below that is a 'CALENDAR' section with a 'MORE' link and a list of events: 5/20/2014 'West Suburban Interest Group - Lessons from Your "Best Boss"', 5/21/2014 'CHRO Roundtable: Healthcare Reform Strategies', 6/4/2014 'Leadership Series: Globalization and Emerging Markets: The Role of Talent', and 6/9/2014 'Transition Interest Group - Power'.

At the bottom of the page, you will see the current employee roster.

[http://hrmac.site-ym.com/general/register\\_start.asp?regkey=9C4C12BF-AAF8-4FD1-B860-26A11C3FA](http://hrmac.site-ym.com/general/register_start.asp?regkey=9C4C12BF-AAF8-4FD1-B860-26A11C3FA)

Your Staff Professional direct link may be provided to potential Staff Professional by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

**INVITE NEW MEMBERS**

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

**SEND INVITE**

**Export Staff Professional (Unicode)**

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	<a href="#">Joe Staff</a> Pro Services 1	Enabled	5/15/2014
	<a href="#">John Staff</a> Pro Services 1	Enabled	5/15/2014

[Home](#) | [About HRMAC](#) | [Membership](#) | [Events](#) | [Sponsorship](#) | [Resources](#) | [Contact Us](#)

HRMAC 303 W. Madison Street, Suite 2650, Chicago, IL 60606-3396  
Ph: 312.981.6790 Fax: 312.981.6797 [HRMAC@HRMAC.org](mailto:HRMAC@HRMAC.org)

6/4/2014  
[Leadership Series: Globalization and Emerging Markets: The Role of Talent](#)

6/9/2014  
[Transition Interest Group - Power Networking](#)

6/9/2014  
[Summer 2014 Networking Event](#)

You can export a full list of the staff professionals on your roster:

**Export Staff Professional (Unicode)**

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	<a href="#">Joe Staff</a> Pro Services 1	Enabled	2 minutes ago
	<a href="#">John Staff</a> Pro Services 1	Enabled	3 minutes ago

You can edit staff professionals' bios:

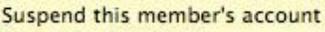
**Export Staff Professional (Unicode)**

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
	<a href="#">Joe Staff</a> Pro Services 1	Enabled	2 minutes ago
	<a href="#">John Staff</a> Pro Services 1	Enabled	3 minutes ago

**Edit this member's bio**

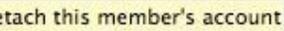
If an employee is no longer with your company you must first suspend their account:

 **Export Staff Professional** (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
 	<a href="#">Joe Staff</a> Pro Services 1	Enabled	2 minutes ago
 	<a href="#">Joe Staff</a> Pro Services 1	Enabled	3 minutes ago

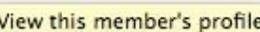
Next you must detach their name from your record:

 **Export Staff Professional** (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
 	<a href="#">Joe Staff</a> Pro Services 1	Enabled	2 minutes ago
 	<a href="#">Joe Staff</a> Pro Services 1	Enabled	3 minutes ago

You can view the staff professional's profile:

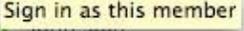
 **Export Staff Professional** (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
 	<a href="#">Joe Staff</a> Pro Services 1	Enabled	2 minutes ago
 	<a href="#">Joe Staff</a> Pro Services 1	Enabled	3 minutes ago

You can sign in as the member:

(this is useful if you are registering a fellow staff professional for an event)

 **Export Staff Professional** (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
 	<a href="#">Joe Staff</a> Pro Services 1	Enabled	2 minutes ago
 	<a href="#">Joe Staff</a> Pro Services 1	Enabled	3 minutes ago

Following, you will see instructions for adding your staff professionals to the company roster.

1. You can enter them manually by click on Create Staff Professional. This is the easiest option if you have a small number of employees to add.
2. You can copy and paste the Staff Professional direct link into an email that you can send out to any employee that should be included on the company roster.
3. You can enter the email addresses of the staff professionals that should be added to the company roster and an automatic email invitation will be sent out to them from the website with a link to create their own profile.

## My Sub-accounts

### [Staff Professional Sign-in Report](#)

Pro Services 1 currently has **999** seats, **999** of which are available.

#### [Activate all available seats](#)

You can create Staff Professional by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

#### 1 [Create Staff Professional](#)

### YOUR STAFF PROFESSIONAL DIRECT LINK ( GET A NEW PUBLIC KEY )

2 [http://hrmac.site-ym.com/general/register\\_start.asp?regkey=9C4C12BF-AAF8-4FD1-B860-26A11C3FA](http://hrmac.site-ym.com/general/register_start.asp?regkey=9C4C12BF-AAF8-4FD1-B860-26A11C3FA)

Your Staff Professional direct link may be provided to potential Staff Professional by using the link above. Using the form below include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

### INVITE NEW MEMBERS

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

3

**SEND INVITE**

Enter manually by clicking on Create Staff Professional. You will see a pop up window that alerts you that you will be signed out so you can create and attach a Staff Professional.

## My Sub-accounts

 [Staff Professional Sign-in Report](#)

Pro Services 1 currently has **999** seats, **999** of which are available.

### [Activate all available seats](#)

You can create Staff Professional by completing the registration process or attaching an existing member to your account. Please be aware that the process will automatically sign you out.

### [Create Staff Professional](#)

## YOUR STAFF PROFESSIONAL DIRECT LINK ( GET A

[http://hrmac.site-ym.com/general/register\\_start.aspx](http://hrmac.site-ym.com/general/register_start.aspx)

Your Staff Professional direct link may be provided to you. It will include a sign-up link which expires in 30 days.

To expire the direct link, click [get a new public key](#) link above.

### Attention

You will be signed out of your account if you wish to create or attach Staff Professional.

Are you sure you want to continue?

## INVITE NEW MEMBERS

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

The next page gives you the option to {1} create a new staff professional or {2} sign in as a staff professional who is not yet linked so you can attach them to your company's roster.

**Get Connected!**

Please create a username for your account and enter your first name and last name. Once you are registered, you can enjoy all of the member-only areas of the site.

Note: All fields are required. Please ensure your username contains only letters and/or numbers with no special characters or spaces. You may also enter a valid email address. Example: 'smith123' or 'smith123@yourdomain.com'

**You have received a membership invitation from Corporate Test 3 Corporation...**

[Sign in here](#) to attach your existing account to Corporate Test 3 Corporation.

- Or, create a new account. Begin your registration by completing the form below.

**Registration Information**

Username

1 First Name

Last Name

**CONTINUE**

**SIGN IN**

USERNAME

PASSWORD

**SIGN IN**

[Forgot your password?](#)

[Haven't registered yet?](#)

**CALENDAR** [MORE](#)

5/20/2014  
[West Suburban Interest Group - Lessons from Your "Best Boss"](#)

5/21/2014  
[CHRO Roundtable: Healthcare Reform Strategies](#)

6/4/2014  
[Leadership Series: Globalization and Emerging Markets: The Role of Talent](#)

6/9/2014  
[Transition Interest Group - Power Networking](#)

6/9/2014  
[Summer 2014 Networking Event](#)

When adding a new staff professional, you will also be required to enter their contact information.

**Step 2 - Member Information**

Please fill out the following information in order to become a member.

Please Note: All information entered below will be visible to site administrators. Other HRMAC Members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the HRMAC's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**. You can adjust these fields at any time if you go to Manage Profile.

\* Required Fields

Your password must be a minimum of eight (8) characters in length and contain at least one number and one non-numeric character (letters, punctuation, etc.)

**ACCOUNT INFORMATION**

Username \*

Password \*

Confirm Password \*

E-Mail Address \*

Confirm E-Mail \*

Title  (Mr./Ms./Dr.)

Full Name \*

**SIGN IN**

USERNAME

PASSWORD

**SIGN IN**

[Forgot your password?](#)

[Haven't registered yet?](#)

**CALENDAR** [MORE](#)

5/20/2014  
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6/9/2014  
[Transition Interest Group - Power Networking](#)

6/9/2014  
[Summer 2014 Networking Event](#)

Once your staff professionals have been added to the roster, HRMAC staff will need to review and approve their membership, so you may see their Account Status as pending.



### Staff Professional

View and manage current Staff Professional, send invitations.

Your Staff Professional direct link may be provided to potential Staff Professional by using the link above. Using the form below will include a sign-up link which expires in 30 days.

To expire the direct link, click **get a new public key** link above.

### INVITE NEW MEMBERS

You may enter the email address of up to 50 recipient(s), either comma or semi-colon separated or one address per line.

**SEND INVITE**

 **Export Staff Professional** (Unicode)

OPTIONS	MEMBER NAME / ORGANIZATION	ACCOUNT STATUS	LAST MODIFIED
 	<a href="#">Joe Staff</a> Pro Services 1	Approval Pending	1 minute ago
 	<a href="#">John Staff</a> Pro Services 1	Approval Pending	2 minutes ago

Once staff professionals are approved, you will have the ability to manage their profiles.