

## HTEC Network Website Member Listing Instructions

Your HTEC Member listing is your opportunity to describe and promote your program and link your program page from your school website to other HTECs and more importantly, to future students, Haas users and Technology Partners throughout the Americas who may not know about your location or your Manufacturing Technology Programs.

**How To: Create a Listing, Log In, Find your Password, Update your Listing, Add a News Item, Create a Conference, Create another Member Event, Start or comment to Forum**

**Create a New Listing** – Click the blue “**Join HTEC Network**” upper right-hand corner of the banner. This takes you to the Join Now! Page. Complete the entire form, especially your Primary Contact name, title, phone # and email address. When you’ve completed the form, click “**Create Profile**” and your new form is entered. To check it, go to **Members**, select your state, province or country from the dropdowns and your newly created listing will be there.

**How to Log In** - Click on the green “**Login**” in the upper right hand portion of the Banner next to the blue button on any page. This takes you to the Login Box and enter your User Name & Password and select Login. A blue button will appear, top left hand corner labeled + Role:Member. Click on Role: Member and 5 self-explanatory options appear.

**Find Your Password or Username** – Click “LOST YOUR PASSWORD OR USERNAME” in the Log In Box and enter your email address and your User Name & Password will be sent to you. You can also change them both. See Update instructions below.

**Adding Content or Updating your Listing** - Click on “**Login**” and enter your User Name & Password. A blue button will appear, top left hand corner labeled + Role:Member. Click on Role: Member and 5 self-explanatory options appear. Select “**Manage Member Profile**”. You enter the **Edit My Membership** Page. The five Action buttons (icons) allow you to add or edit your profile, pictures and documents. With each of the Upload action boxes, just select the item from your files and once it appears, just click upload and it will be added to your profile. **Note: All documents must be in PDF format.**

**Creating News Items, HTEC Conferences, Other Member Events or a Forum** - Click on “**Login**” and enter your User Name & Password. Again, a blue button will appear, top left hand corner labeled + Role:Member. Click on + Role: Member and 5 self-explanatory options appear. Select the action you’d like to Manage or Create. Select the GREEN + Sign and fill out the form that appears and select the create button. Your action will now appear on the site and you may return to it and add documents and pictures to enhance your creation.

**HELP** - If you need help don’t hesitate to send an email to Hope Riska at [hoperiska@haascnc.com](mailto:hoperiska@haascnc.com), or call **763-742-1275** and we can walk through your entry/update issue over the phone. We’re here to help you promote your program, properly.