CCSESA New User Guide

WELCOME!

You are now a member of a CCSESA Committee/Sub-Committee! You have access to the ccsesa.org website, and your committee listserv.

You should have recieved an email from ccsesa.org regarding your new website account.

1. Set up your password & log-in

Head over to the 'Member Resources' section to learn how to customize your bio, reset your password, etc!

2. Username and Profile Tips

Your username will always be in this format: **firstnamelastname**

Your can use your username or your email to reset your password if you forget it.

3. Make it yours

You can upload your photo, update your e-mail address, change the color scheme of your profile, and more on the back-end of the website: Hover over the **"Howdy..."** and select **"Edit my Profile"**

4. LISTSERV Basics

You are now a member of your committee's listserv
The listserv is how your committee members communicate via email
Your committee chair should provide you with the email address of your listserv
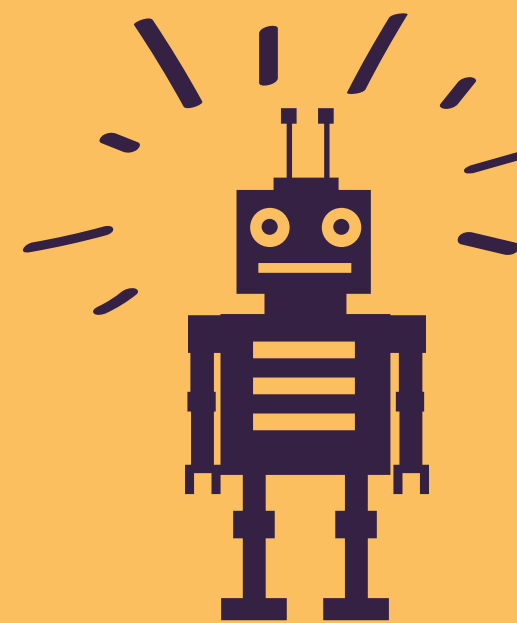
5. Talk to IT

Please speak with your IT department to make sure your email header is being formatted **without** a comma to show as "first name last name".

6. Don't fail

Headers formatted with a comma to show as "last name, first name" **will fail** in all CCSESA listservs.

7. You can customize it

By default you will recieve every email sent to the listserv. If you would prefer to receive a Daily Digest, please email **mgonsalves@ccsesa.org**

NEED MORE INFO?

Email your committee chair, contact info can be found on your committee webpage on ccsesa.org