

February 27, 2007

MEMORANDUM

TO: Chapter Presidents

RE: Online Editing of your Personal Contact Information

SUMMARY: Members can edit their personal contact information online and immediately have the data stored in the NTEU Membership Records System. New menu options now exist for both the editing of your personal address and e-mail information and for the editing of multiple addresses by the Chapter President or Address Change Coordinator.

Because keeping current contact information is so important we've just updated the NTEU web site to make it even easier for you to edit your information.

The Personal Contact Information area is located in the Union Office of the NTEU web site. This button won't appear until you've logged in. Be sure you are registered and logged in and then click on the Personal Contact Information menu button. Your information will be displayed with an option to edit. By clicking on the Edit button, you can make changes to your address record as well as other contact information like phone numbers. This is also a great way to submit your e-mail addresses to NTEU. Edited information is saved immediately in NTEU's Membership System.

To edit addresses for others as either the Chapter President or the Address Change Coordinator, click on the Chapter Administration menu button also located in the Union Office. This button will only appear to those above-mentioned positions. From the list of chapter members, locate the name of the member of your chapter whose address you wish to change. You can sort by last name by clicking on the "Last Name" column header. In addition, you can select a name to search for by typing that name into the box marked "Filter by Last Name" and clicking the Apply Filter button. Having located the member, click on the highlighted Edit link. The next page will display the member's address, phone, fax, and e-mail information. This data comes directly out of our membership database and represents the most current information we have for that member. After making the desired changes, click on the Save Changes button to finalize. The information is then saved directly to our Membership Records System.

For more information on establishing an Address Change Coordinator, see the memo titled "[Address Change Coordinator](#)" in the Chapter Leaders page of the web site. For any questions about utilizing these buttons and associated pages, please contact Charles Graham, Web Services Manager, via e-mail at Charles.Graham@nteu.org. For help in adding an address coordinator to your roster of chapter leaders, please contact Margaret Allen in Membership Records via e-mail at Margaret.Allen@nteu.org.

Colleen M. Kelley
National President