

Keep PCACAC Up to Date!

Ensure your information with PCACAC is accurate so you don't miss any communications and you can easily renew your membership in the fall.

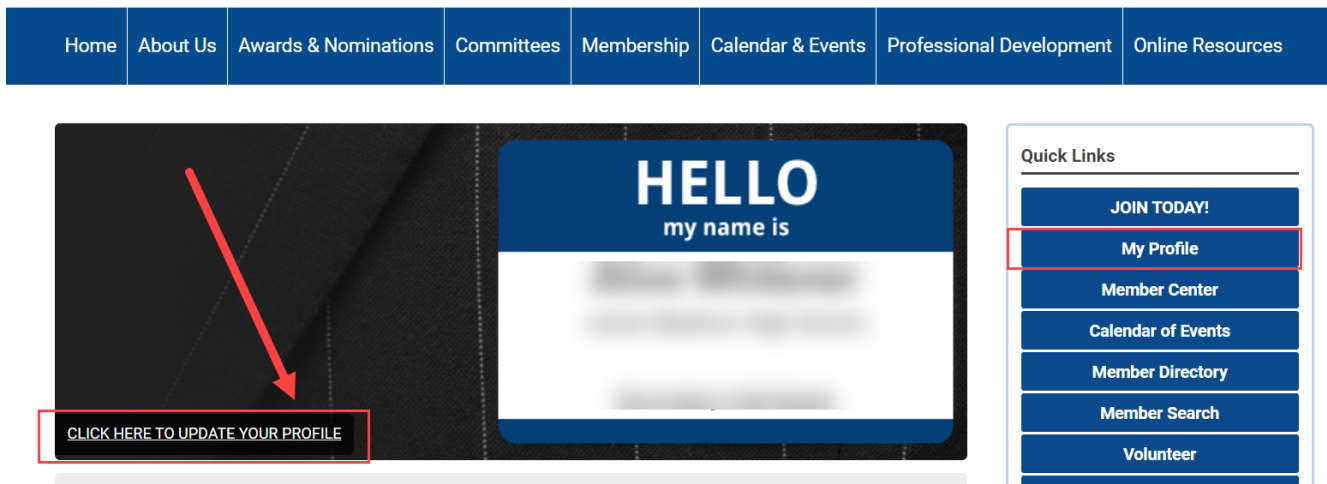
Step 1

Log into the PCACAC website at www.pcacac.org with your Username and Password. *Forgot your Username or Password? Click 'Log In' and then Retrieve Username or Reset Password.*



Step 2

Check your information under 'My Profile' and double check your institution, email, phone number. (Consider adding a 'summer email' to you



NEW INFORMATION NEEDED

Summer Email

Organization Type

Public

Elist

Yes

No

Master's Degree in Education

Yes

No

Why? Given our renewed commitment to support admission professionals to earn CEUs (continuing education units) through our professional development events, we want to identify members that have earned a Masters in Education to help us with the CEUs approval process. We can get CEUs approved for sessions that meet certain criteria, one of which is having at least one presenter with a Masters in Education.

If you aren't seeing this field at the bottom of your Profile, try clearing your browser's cache:

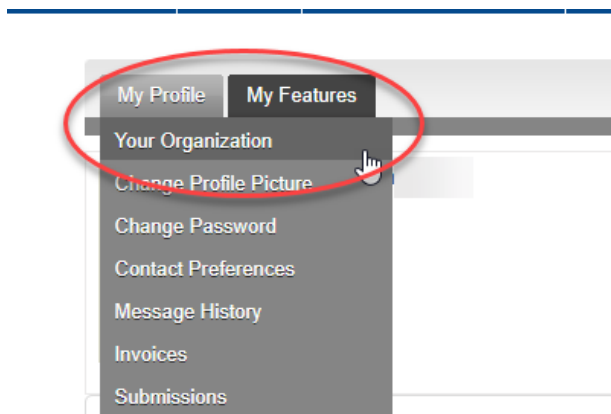
[Chrome – Clear Cache & Cookies](#)

[Firefox – How to Clear Cache](#)

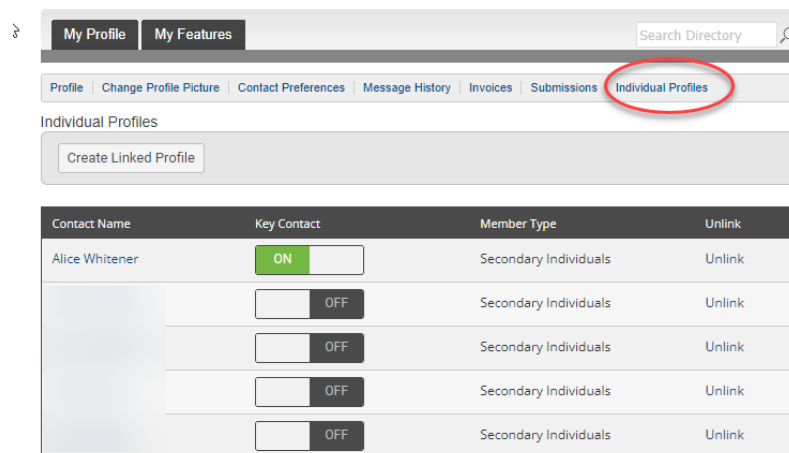
[Microsoft Edge – Clear Browsing Data](#)

Step 3 – *if you are the Key Contact for your Institution/Organization*

On the 'My Profile' page – click on 'My Profile' above your nametag and look for 'My Organization'. (Non-Key Contacts will see the email address of your organization's key contact on this page.)



Key Contacts Only: Select 'Individual Profiles' to update who is still with your organization. (This ensures your Membership Renewal invoices are accurate.)



Please note: Renewal Invoices are sent to Key Contacts only, starting on September 1, 2023.

Questions? Need Help?

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