Chapter Advisor Instructions
Topic: <u>Student Member Site</u>

How to enable student member access to the **<u>Student Member Site.</u>**

Once your chapter is affiliated for the current school year and all student member names have been submitted – and after you complete the steps below – your student members will be able to access the Student Member Site and log in to their account.

1. Provide each student with the temporary default password and the student's Membership ID number.
2. Instruct student members to log in to the <u>Student Member Site</u> using their Membership ID number and the temporary default password. The password can be created/reset via the *Chapter Information* tab.
   a. Students will need to provide a parent/guardian email address and have the parent/guardian grant consent for student access to the Student Member Site (this step will not be necessary if an account was created for the past school year).
   b. Once the parent/guardian consent process is complete, student members may return to and enter the site by using the login credentials noted above (student membership ID and temporary password).
   c. The system will prompt student members to enter their email address and create their own unique password to access the resources in the Student Member Site.

Steps for advisors to review student account status in the Student Member Site.

1. Access your chapter in the TSA Membership System.
2. Select the blue tab entitled *Student Member Site Status Report* and then select the CSV file type. The report will automatically download. It will list student member names, ID numbers, and the status of each student's account in the Student Member Site.