

ASSOCIATION OF CLEAN WATER ADMINISTRATORS

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Navigate Member365

Step 1. Go to ACWA's Member365 portal (<u>https://acwa.member365.com/</u>). Your login username and password were provided by the Member365 system via email. If you do not have that original email please contact <u>memberservices@acwa-us.org</u>.

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Once logged in you will be able to view the "home" page is also called the **Dashboard**.



Step 2. Learn the basic meaning of the menu items.

- 1. **Dashboard** Home page, basic announcements, upcoming events, etc.
- 2. Workspaces Access to all of the committees/workgroups you have joined.
- 3. Events List of the upcoming meetings for which you can register.
- 4. **Directory** List of members that participate on each committee/workgroup.
- 5. File Library Complete list of uploaded files you have permission to access.
- 6. My Account Provides account, profile, and membership details.