



## GACRAO Institutions: Adding, Editing, Removing Members

1. Visit [gacrao.org](http://gacrao.org) and select 'member login' in the top right corner

Member Login

Home About/History Membership & Benefits Events Resources/Forms

GACRAO 2024 Conference, Brasstown Valley Resort & Spa  
November 3-5!

70th ANNIVERSARY

Welcome to the Georgia Association of Collegiate Registrars and Admissions Officers (GACRAO)!  
GACRAO is a professional association dedicated to the growth and development of admissions and records personnel in the state of Georgia.

Upcoming Events  
No events  
[View Full Calendar](#)

Our Sponsors

2. Enter username and password. Select "My Profile"

Home About/History Membership & Benefits Events Resources/Forms Members Only Area

Welcome Kayla Walker  
Newton County School System  
Member

See something wrong? [Update your profile!](#)

[My Profile](#) [Events](#) [Calendar](#) [My Community](#) [Community Forum](#)

Welcome to the Members Only Area!  
This is your opportunity to get involved with the GACRAO community. Build your profile, join a few circles, subscribe to e-lists, and more! Learn how to access your profile and get involved [here](#).



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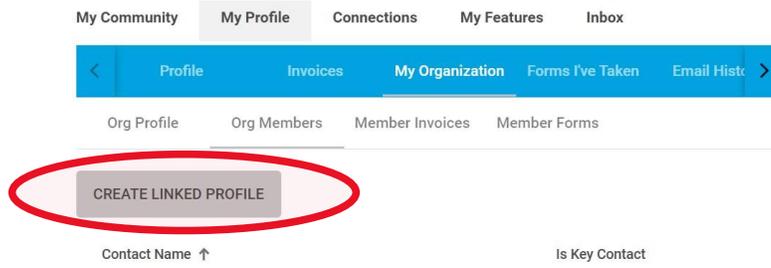
3. Select 'My Organization'



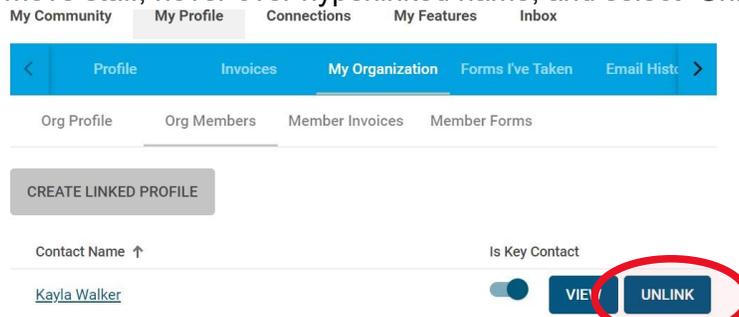
4. Select 'Org Members'



5. Select "Created Linked Profile" for new or missing staff members.



6. To remove staff, hover over hyperlinked name, and select "Unlink"



7. To update staff information, follow steps 1-4, hover over staff member, select 'view', select 'edit profile'