

Creating a New Account

For Company Admins Only

Creating a New Account

The process below is only to create a new account/for adding to the CUES system. This does not trigger membership. To add someone to the membership, see the 'Adding Members to an Unlimited/Unlimited+ Membership in the Member Help Center.

PROCESS

For company admins only

 Once you are logged into cues.org, you'll be in the myCUES Dashboard. From here, click "Manage My Account".

Hi, Dennis.			Manage My Account	
Dennis Clark Member Engagement Specialist CUES Staff	Membership Level Unlimited+	Member ID 1139444		

 Scroll down to the "Manage Membership Access" section and click "Add/Remove/Update Database".

Manage Membership Access

This section is for Company Administrators Only!

In this section you may add, update, or remove staff from our database and grant them access to membership. The person must be added to the database before they can be granted access to membership. We recommend that admins review and update this information annually to ensure that only current employees and board members are receiving CUES access through your organization. This section is for company administrators only!

Company Profile Management

Add/Remove/Update Database

Check here to ensure that your staffboard d contact is in the database. You must add them to the database before you grant them membership. You can also download your current roster of staff/board contacts in this section. This section does not grant or verify access to the membership.

Add/Remove Membership Access

Here you may add/remove access to membership for your staff and board. This option is only available to organizations with U or U+ memberships. You must enter the contact in the database before granting access. Only company administrators can use this function. Contact us at cues@cues org for assistance.

LEAD THE WAY

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PROCESS (cont.)

3. Ensure the individual is not already included in the list on the left-hand side of the page. If they are not, click the plus sign (+) at the top-right of the page.

CLIES Staff		
COLO Stan		
EMPLOYEES 🖹 Export	Wedee Dee	
Dawn Abely, CUDE [Remove] OI 1000159	ID 1078553	
Temp Account [Remove] OI 1091608		
Lynn D Anderson [Remove] OI 1078471	First Name*	
Brendan Armstrong [Remove] O ID 1151002	Worker	
Worker Bee [Remove] OI 1078553	Middle Name	
Teresa Brogan [Remove] O 0226530	Last Name*	
Cosmo Brown [Remove] OI 1078361	Bee	
Reinhardt Buddlemeier [Remove] ID 0013594	Suffix Please Select V	
	Nickname*	

4. Enter the individual's information. Everything with a red asterisk is required but we do ask for as much information as possible. Once entered click "Save" at the very bottom of the page.

Note: if you do not enter anything for address/phone CUES will use the CU's information.

ID 1078473	Street 1:	Street 2:	Street 3:
Daisy Duck [Remove] OI 1078487			
Sara Dyer [Remove] D 0241202	City:	State/Province: Postal	Code: Country: United States of America ~
Donald Dyson [Remove]			
	Save		