



Account Set-Up /Log-in Instructions

How do I create an account affiliated with my institution?

1. Click [here](#) to create a free user account.
2. Once you complete your registration, you will be sent an e-mail and asked to verify your account.
3. Once logged in, click on your username in the upper right hand corner of the home page. You will be brought to your “My Account” page. Click on “Edit Profile” to affiliate your account. Please enter your name and organization in the spaces provided. *(Please make sure the organization name you type in matches the one listed on the [membership list](#).)*
4. The system will now recognize you as a member. Go to the [member resources page](#) for details on your membership benefits such as free webinars and access to the JALN.

I already have a user account. How do I make sure I am affiliated with my institution?

1. Please **log-in** to onlinelearningconsortium.org.
2. Once logged in, click on your username in the upper right hand corner of the home page. You will be brought to your “My Account” page. Click on “Edit Profile” to affiliate your account. Add your organization name in the space provided. *(Please make sure the organization name you type in matches the one listed on the [membership list](#).)*
3. The system will now recognize you as a member. Go to the [member resources page](#) for details on your membership benefits such as free webinars and access to the JALN.

Membership Pricing for Online Workshops

Membership includes membership pricing on the [2014 schedule](#) of workshops. Additional workshops are added throughout the year, so please make sure to check the schedule often. The member price for a workshop is \$169. Non-member pricing is \$269. **If you and your faculty have set up your accounts or affiliated your existing accounts properly, you will automatically see the member price.**

Webinars

[Webinars](#) are free to all members (normally \$99.) **If you and your faculty have set up your accounts or affiliated your existing accounts properly, you will automatically see the free registration link at the bottom of the webinar page.**

Conference Discounts

Don't forget to take advantage of the up to \$75 discounts off registration fees for our three annual conferences. Once you are logged into the system, you will automatically see the code in a block on the left hand side of the conference registration page. Please note that each conference has a different code.

Publications Discounts

Members receive a 10% discount on all publications. People with a properly affiliated user account will receive the 10% discount automatically when they log-in to the website.

Website Resources

All members of your institution have full access to website resources including the [Quality Scorecard](#) for the administration of online education programs, articles from the [Journal of Asynchronous Learning Networks](#), [surveys](#), [practitioner documents](#), [JobLine](#), [effective practices](#), [Listserv](#), [catalog of online programs](#), and more.

Monthly Newsletters

OLC sends out two monthly newsletters and additional special event e-mails if needed. The **OLC View** newsletter is a general e-mail about what's happening with OLC. The **OLC Insider** is a member's only newsletter alerting members to new benefits and events. Please share this link with your faculty and staff who would like to receive communications from us and ask them to join our mailing list: http://onlinelearningconsortium.org/mailing_list.

We hope that you take full advantage of the benefits of Institutional membership. We will inform you of any additional benefits, events and resources that are exclusive for our members as they become available.