

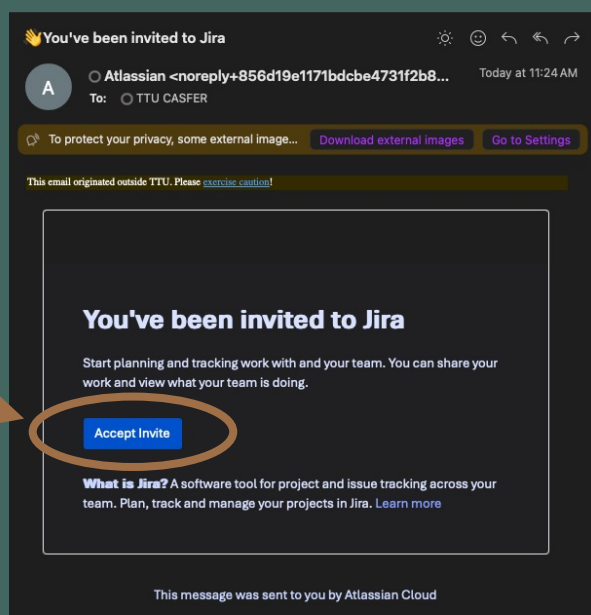


CASFER

Member Portal Registration Guide

If you don't have an account:
You will get an email inviting you to join Jira. Jira hosts the CASFER Member Portal. Accept the invitation when you get it.

If you have not gotten an invitation,
please reach out to casfer@ttu.edu.

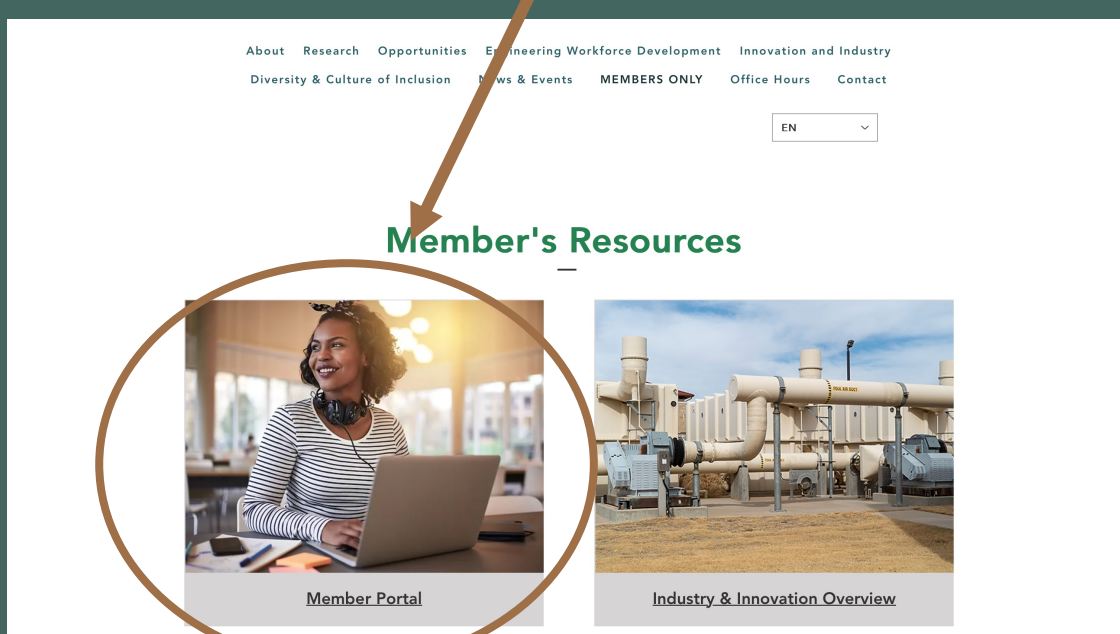


1

After completing account registration, or if you already have an account, log into the CASFER Portal. Go to the "MEMBERS ONLY" section of our website (casfer.us).

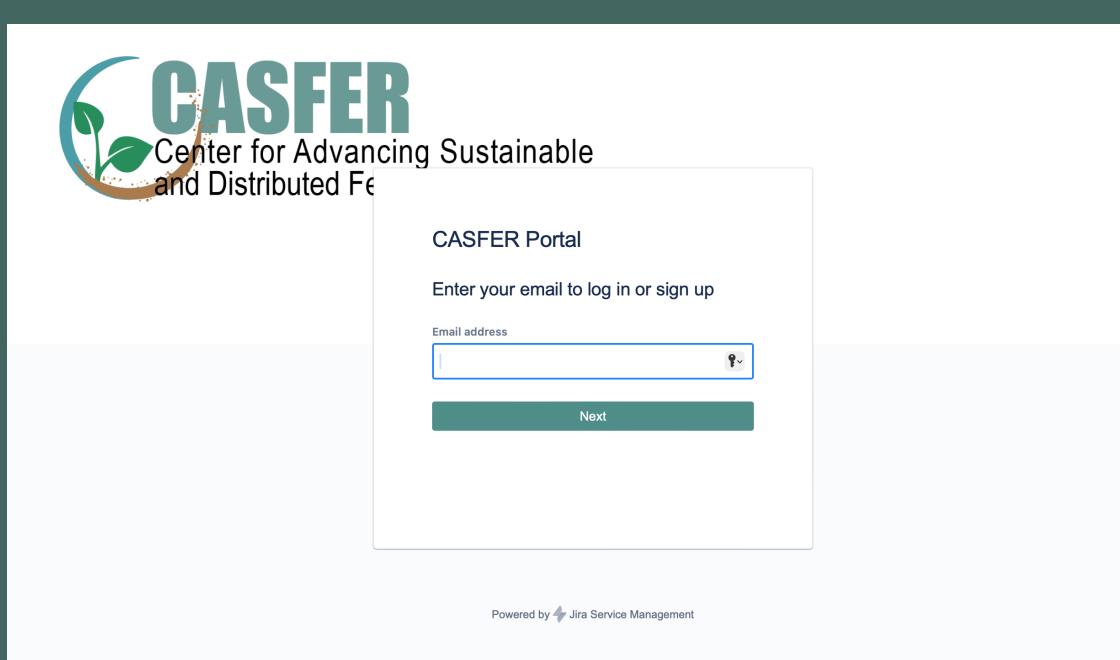


Then click on the "Member Portal" tab under the Member's Resources heading.



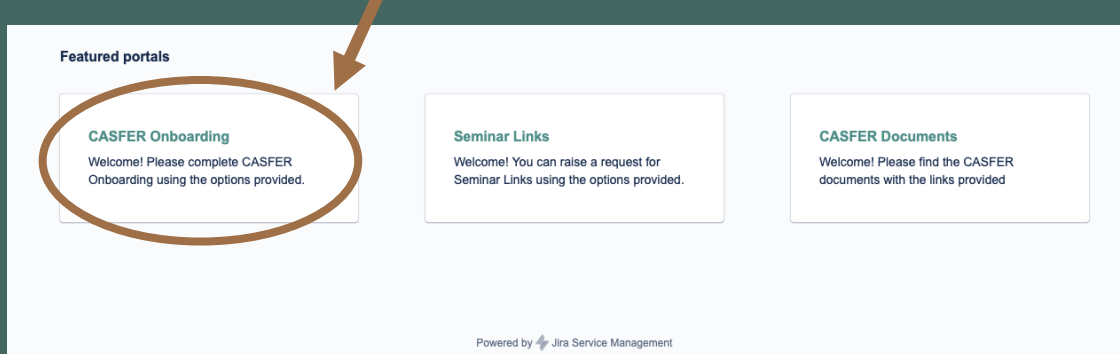
2

Log in to your CASFER Portal account.



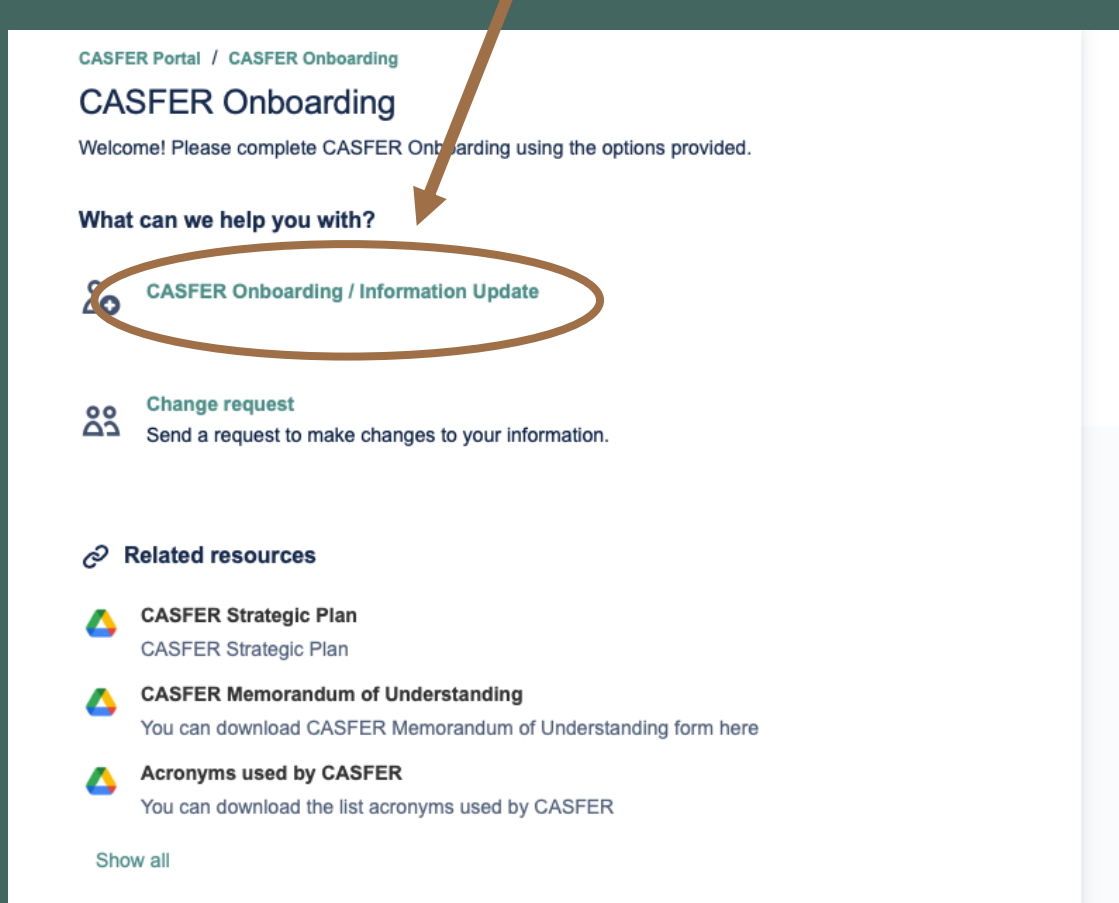
3

Go to the CASFER Onboarding section. (You may have more sections that what is displayed in the picture below. That is okay. The sections are specialized for the different roles within CASFER.)



4

Click the "CASFER Onboarding / Information Update" Form.



5

Please fill out our updated "CASFER Onboarding / Information Update" Form. This form includes your name, institution, title, discipline, position, and some demographic information. We need this information for some of the NSF data tracking.

If you have not already, please download and sign the Memorandum of Understanding (MOU).

Thank you for taking the time to complete this process!