



How to Access and Update Your Profile on the American Inns of Court Website home.innsofcourt.org

As a member of the American Inns of Court, you can access great content to help you make the most of your membership experience. We have numerous resources and features that are open to browse on our website including:

- [About the American Inns of Court Foundation](#)
- [Awards and Scholarship Information](#)
- [The Model Mentoring Program](#)

Similarly, there are some content items that are members-only including:

- Ordering programs from the [Program Library](#)
- Accessing the national [Member Directory](#)
- Updating your member profile

The key to accessing the members-only information is having your up-to-date email address on file with the national American Inns of Court Foundation. When your membership record is established in the national database, a member account is automatically created that will allow you to access *members-only* content.

How do I Log into the Website?

1. Navigate to the American Inns of Court website home.innsofcourt.org
2. Click **Sign In** at the top of the page
3. Enter your username (e-mail address) and password
4. Check the **Remember Me** box to have the system remember your information
5. Click **Sign In**

What is my Username?

Your e-mail address serves as your username to login to the website.

How Do I Get a Password?

1. Navigate to the American Inns of Court website home.innsofcourt.org
2. Click **Sign In** at the top of the page (See figure at right)
3. If you have never visited the website or have forgotten your password, Click **Forgot My Password**
4. Enter your email address as your Username and click **Submit**. When you do, a system-generated password will be sent to the e-mail address in your member record. If you request your password but do not receive it within 24 hours, please contact the national office at (703) 684-3590.




You may receive the following error message: “We could not find your information in our system.” If you receive this message, please contact the national office at (703) 684-3590. In order to correct this problem, we simply need to update your e-mail address in our database.

How do I Update My National Profile and Contact Information?

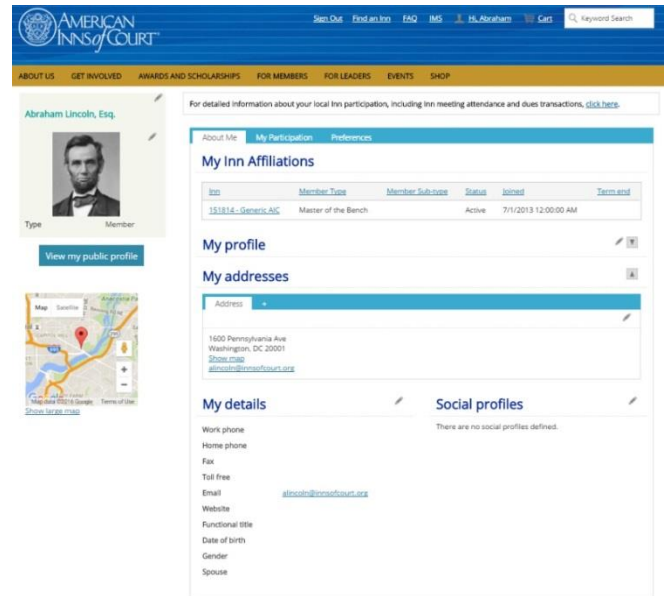
Once you are logged in, click on **Hi, (First Name)** at the top of the page.

On the **About Me** tab, you can edit: Name, Contact information, Profile information, Address, and Social profiles.

- To edit any section, click the pencil icon: 
- This will allow you to add or edit information
- Click **Save** to save changes

On the **My Participation** tab, you can view: Communities, National Committees, Upcoming National Events Registrations, Recent Transactions from the National organization, and Donation history. You can also print statements for any open invoices.

On the **Preferences** tab, you can change your password.

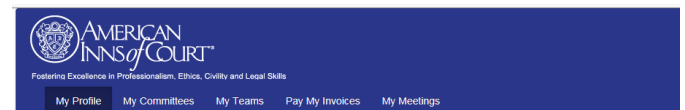


The screenshot shows the user profile page for Abraham Lincoln, Esq. The 'About Me' tab is active, displaying a profile picture and a 'View my public profile' button. Below the profile picture is a map showing the user's location. The 'My Inn Affiliations' section shows a table with columns for Inn, Member Type, Member Subtype, Status, Joined, and Term end. The 'My profile' section has a pencil icon for editing. The 'My addresses' section shows a map and an address field. The 'My details' section lists contact information like work phone, home phone, fax, toll free, email, website, functional title, date of birth, gender, and spouse. The 'Social profiles' section indicates that no social profiles are defined.

How do I View my Inn of Court Teams, Meeting Invitations and Invoices?

If your Inn is using the IMS or Inn Management, you will be able to see your Inn committees, Pupillage team assignments, outstanding invoices (if your Inn is using the Finance module) and meeting invitations.

Once you are logged in, click on **IMS** link at the top of the page. In the banner across the top of the page you will see links for: *My Profile, My Committees, My Teams, Pay My Invoices, and My Meetings.*

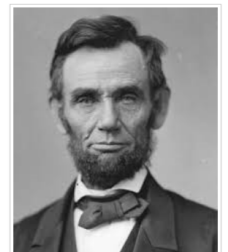


The banner shows the American Inns of Court logo and the tagline 'Fostering Excellence in Professionalism, Ethics, Civility and Legal Skills'. Below the logo are five navigation links: My Profile, My Committees, My Teams, Pay My Invoices, and My Meetings.

Profile - [Edit profile](#)

Abraham Lincoln

Member Type Master of the Bench
Status Active
Join Date 7/1/2013
Thru Date
Email akridge.david@gmail.com
Phone (703) 684-3590
Fax (703) 684-3607
Address 1600 Pennsylvania Ave
 Washington, DC
 20001



Meeting invitations will be sent to you by email through this system. To RSVP for a meeting, simply click the RSVP link that is included in the email you receive. You can also log into the website and RSVP by going to the *My Meetings* link. Note: if the RSVP deadline has passed, you will be unable to RSVP online (either through the email or the website), and must contact your Inn administrator or officers responsible for the meeting.

Dues Invoices may also be sent to you by email through the IMS. If your Inn uses the financial module and offers online credit card payments as an option, you can review and pay your Inn dues by credit card by clicking the *Pay My Invoices* link.



How do I Access the Program Library?

1. Once you are signed in, navigate to the **For Members** page and then to the **Program Library** page.
2. Click on the **Online Program Library** button in the upper right corner
3. Search for any program by keyword, topic, program number, or material type.
4. Once you have completed your order of programs from the Library, you will receive a confirmation email containing a link to download the program materials. If the materials are too large or contain video, the materials will be shipped to you within 24 hours.

ONLINE PROGRAM LIBRARY

Member log-in required.

If you have any questions or need any assistance, please contact the national office at (703) 684-3590. Thank you for making the most of your American Inns of Court membership.

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