

How to Access and Update Your Profile on the American Inns of Court Website

home.innsforcourt.org

One of the biggest misconceptions about the American Inns of Court website is that you need to sign in before you can access great content. We have numerous resources and features that are open to members including. Some of the substantive content on the site includes:

- [The Bencher](#)
- [Member Services](#)
- [Member Resources](#)
- [The Model Mentoring Program](#)

If you want to update your profile or order a program from the online Program Library you will need to sign in to the website. Since we have e-mail addresses for most of our active members on file, most of you have an account that will allow you to access the Program Library and other protected content.

Another big misconception about the American Inns of Court website is that you need to create a unique user name. You do not need to create a unique user name. Your e-mail address is your user name and it also serves as your website login.

How Do I Find Out My Password?

1. Navigate to the American Inns of Court website home.innsforcourt.org
2. Click on Sign In at the top or bottom of the page. (See figure at right)
3. Click on the Reset Password button if you do not know your password.
4. Enter your e-mail address.
5. Click on the Submit button.

When you do, your password will be e-mailed to the e-mail address you entered in the text box.

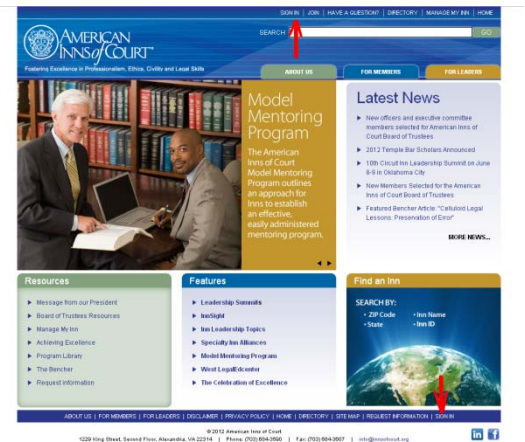
If you request your password but do not receive it within 24 hours, please contact the national office by e-mail at webmaster@innsforcourt.org or call us at (703) 684-3590.

You may receive the following error message: "The email address you entered was not found on our system." If you receive this message, please contact the national office by e-mail at webmaster@innsforcourt.org or by phone at (703) 684-350. In order to correct this problem, we simply need to update your e-mail address in our database.

How do I Log into the Website?

Once you have retrieved your password, simply type in your e-mail address and case-sensitive password on the Login page. After you are logged in you can:

- Access My Account
- Access the national active Member Directory
- Order or Download a program from the online Program Library



How do I Update My Profile and Contact Information?

Once you are logged in, click on **My Account** at the top of the page in the custom navigation bar.

On the **My Profile** page you can:

- See your member photo
- Review and edit your profile information.

On the **Edit Profile** page (See figure at right) page you can:

- Update your name or correct misspellings
- Update or change your professional practice area
- Update or change company/court name
- Update or change phone number
- Update or change your fax number
- Update or change your e-mail address
- Update or change your mailing address
- Update or change your online membership directory preferences
- Update or change contact information for your assistant
- Upload a member photo
- Change your password
- Click the Save button to save updates and changes

On the **My Committees** page (See A in figure at right) you can:

- Review your Inn committee membership
- E-mail other committee members

On the **My Teams** page (See B in figure at right) you can:

- Review your pupillage team membership
- E-mail your pupillage team members

On the **Pay My Invoices** page (see C in figure at right) you can:

- Review your unpaid invoices
- Review your payment history
- Pay your outstanding invoices online if the Inn accepts credit cards

On the **My Meetings** page (see D in figure at right) you can:

- Review the meetings to which you have been invited
- RSVP to meetings and update RSVP status

