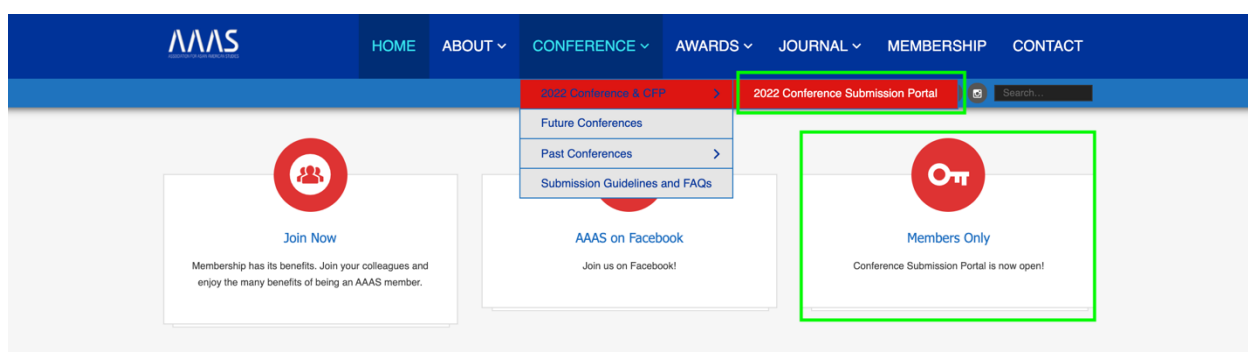


Instructions for Logging in to Member Portal to Submit Proposal for 2022 AAAS Conference

1. Go to aaastudies.org/member-login. You can also find the login to the portal at the top right side of the homepage, as well as in the main menu navigation for the website under **CONFERENCE > 2022 CONFERENCE & CFP > 2022 CONFERENCE SUBMISSION PORTAL** (both areas highlighted in the green boxes in the screenshot below).

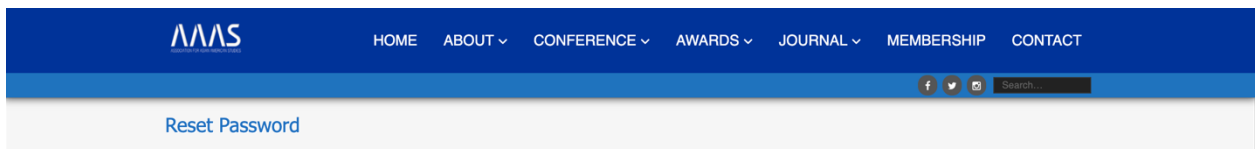


2. You will need to request a new password with our newly created portal. To do this, simply click the “Need password? Click here” hyperlink (in red) underneath the login button on the member login page (highlighted in green below).

A screenshot of the AAAS Member Login page. The top navigation bar is dark blue with white text for 'HOME', 'ABOUT', 'CONFERENCE', 'AWARDS', 'JOURNAL', 'MEMBERSHIP', and 'CONTACT'. Below this, a secondary navigation bar features social media icons and a search bar. The main content area has a white background with the heading 'Member Login'. Below the heading, there are instructions for logging in, a 'Members Login' section with input fields for 'Email Address' and 'Password', and a 'Log In' button. A red hyperlink 'Need password? Click here' is highlighted with a green box.

- Once you click the “Need password” hyperlink, you will be directed to a page where you need to enter your email address associated with your AAAS account to request a new password. You will not be able to request a new password unless you use the email that we have on file for you; an error message will appear if you enter an email we do not have on file. If you get stuck on this step, we recommend trying all your email accounts. You **MUST** be an active AAAS member to request a new password.

If you get truly stuck here, email Kat at info@aaastudies.org and she will manually look up your email address on file and send it to you so you can proceed in the process.



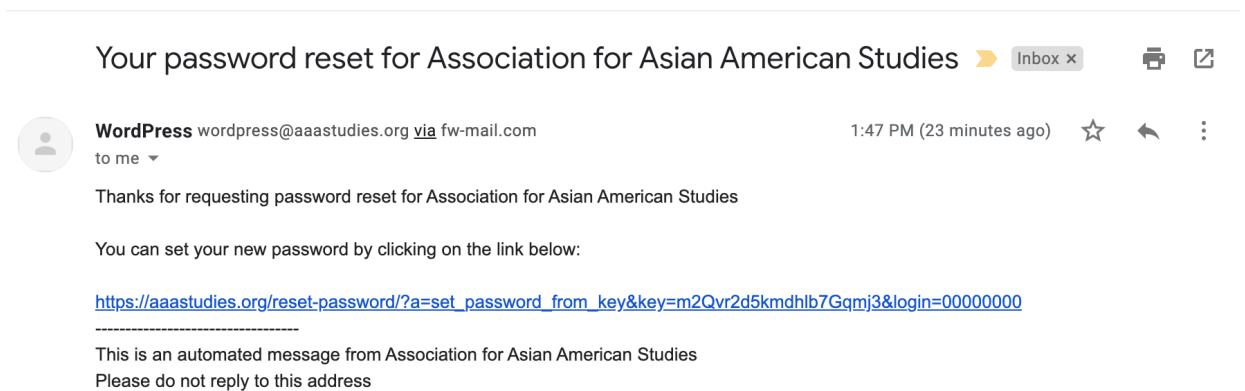
Reset Password

Email Address

Reset Password

- Once you enter your email address associated with your AAAS account, you will be sent an email from WordPress to your inbox with a link to reset your password. ***Please note that this email from WordPress may arrive in your junk or spam folders. We recommend checking all of your folders for the email.** If the email does not arrive, please email Kat at info@aaastudies.org for assistance.

The email will look like this and will come from wordpress@aaastudies.org.



- Next, you will click the link sent to you in the email from WordPress to reset your password. We recommend making your password something you can remember easily, but something that isn't weak and easily guessable. You will be directed to the page below when you click the reset password url in the email. Click "Update Password" to save your new password in our system.

AAAS

HOME ABOUT ▾ CONFERENCE ▾ AWARDS ▾ JOURNAL ▾ MEMBERSHIP CONTACT

f t i Search ...

Reset Password

Change Password

New password

Confirm new password

Update Password

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- When you hit "Update Password," your webpage will be reloaded with a message that your password has been successfully saved. The refreshed page will also provide a members login field where you can enter your email associated with AAAS and your newly created password. Hit the login button after entering your information to proceed.

AAAS

HOME ABOUT ▾ CONFERENCE ▾ AWARDS ▾ JOURNAL ▾ MEMBERSHIP CONTACT

f t i Search ...

Reset Password

Password successfully changed!

Members Login

Email Address

Password

Remember Me Log In

Need password? [Click here](#)

- Once you log in to the members portal, you will be automatically redirected to the 2022 AAAS Conference Proposal Submission form. The submission form is 4 pages long, which you access through hitting the “next” button at the bottom of your screen after you fill out the fields on each page. Please fill out your proposal submission as thoroughly and accurately as possible.

Please note that your name and your AAAS membership number will automatically populate, as well as your email address associated with your AAAS account.

The screenshot shows the top navigation bar of the AAAS website with links for HOME, ABOUT, CONFERENCE, AWARDS, JOURNAL, MEMBERSHIP, and CONTACT. Below the navigation bar is a search bar and a 'Log Out' button. The main heading is '2022 Conference Submission Portal'. The user is logged in as '00000000' and is on 'Step 1 of 4' of the submission process. The form is titled 'Proposal Submitter Contact Information' and contains the following fields:

- Name ***: Two input fields. The first field contains 'Katherine' and is labeled 'First'. The second field contains 'Lewis' and is labeled 'Last'.
- AAAS Membership Number ***: An input field containing '0000000'.
- Title ***: An empty input field.
- Institution ***: An empty input field.
- Email ***: An input field containing 'jplxxx@gmail.com'.
- Phone ***: An input field with a dropdown menu set to '+1 (201) 555-0123'.

Below the AAAS Membership Number field, there is a note: 'You must be an active member of AAAS to submit a proposal.'

- Fill out the application and hit “Submit” at the bottom of the fourth page to ensure that your application is submitted. Partially filled out applications will not be saved and will need to be resubmitted if you do not hit “Submit” at the end of the submission process. Once your submission is submitted, you will receive this confirmation on your screen:

You are logged in as 00000000
[Click to log out](#)

Dear AAAS Member,

Thank you for submitting your proposal to the 2022 AAAS annual conference taking place in Denver, Colorado from April 14-16, 2022.

Conference co-chairs and AAAS staff will be in touch this fall with the results of your submitted proposal.

Questions about your submission? Contact secretariat@aaastudies.org or info@aaastudies.org.

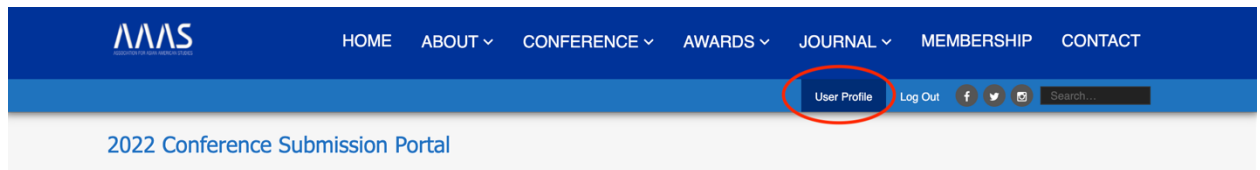
We will be in touch about the status of your submission!

Sincerely,
AAAS Staff

9. AAAS Staff and Conference Co-chairs will reach out to you regarding the status of your submission later this fall. If you have questions regarding your submission, you can find staff information on the AAAS contact page found here: <https://aaastudies.org/contact/>.

Updating Member Profile on the AAAS Member Portal

1. Once you are logged in to the AAAS Members Portal, you can update certain information regarding your User Profile. Click the “User Profile” link in the upper hand submenu that appears once you have logged in (circled in red below):



2022 Conference Submission Portal

You are logged in as 00000000
[Click to log out](#)

Step 1 of 4

2. When you click “User Profile,” you will be directed to this page where you can update certain information, such as name, institution, email, etc. Please note that your membership ID field is locked and cannot be edited.

Edit Your Information

First Name*

Katherine

Last Name*

Lewis

Member ID

0000000

Institution

Department

Title

Email*

jplrxx@gmail.com

3. Hit save at the bottom of the page to save your information.