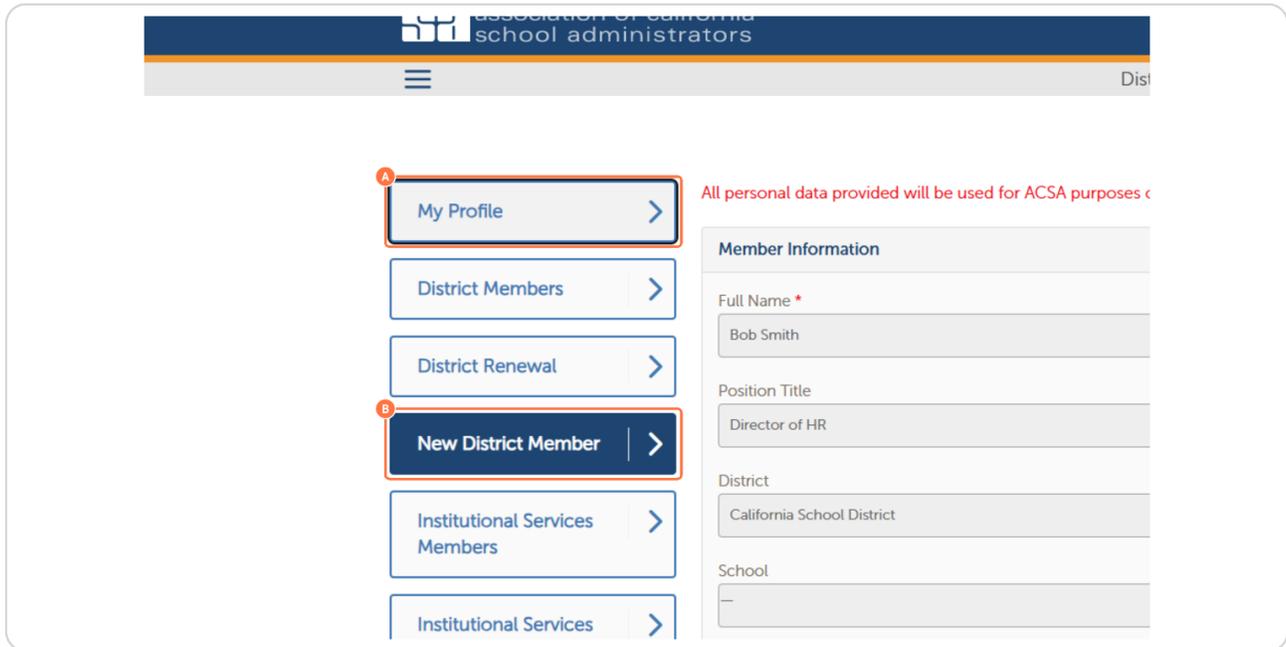


## STEP 1

**A. Click on My Profile**

**B. Click on New District Member**



The screenshot shows the ACSA (Association of California School Administrators) member management interface. The header includes the ACSA logo and the text "association of california school administrators". A navigation menu is visible on the left side of the page. The "My Profile" button is highlighted with a red box and labeled "A". The "New District Member" button is highlighted with a red box and labeled "B". To the right of the navigation menu, there is a form titled "Member Information" with the following fields: "Full Name \*" (containing "Bob Smith"), "Position Title" (containing "Director of HR"), "District" (containing "California School District"), and "School" (containing "-"). A red notice above the form states: "All personal data provided will be used for ACSA purposes c".

## STEP 2

**A. Type First Name**

**B. Type Last Name**

**C. Type Email Address**

District User    Sign out    Search...

> **New District Member**

> **First Name \***  
Jane

> **Last Name \***  
Doe

ber > **Email Address \***  
janedoe@email.com

es >

es >

>

SUBMIT

**STEP 3**

**Click on Submit. The new member will receive a link to an online ACSA application by email.**

\_\_\_\_\_

SUBMIT