



Making the most of corporate membership

Adding extra logins to your account



Historical Association
The voice for history

history.org.uk

Making the Most of your Corporate Membership

So you've got corporate membership of the Historical Association – brilliant decision!

With corporate membership you gain year-round assistance for:

- **Your entire teaching staff or history department** – unlock a range of research, CPD and guidance for history teachers at all levels within your school or department. School members can have up to **eight** staff logins in total with corporate secondary membership, and **twelve** staff logins in total with corporate primary membership. These same staff gain access to our programme of free webinars, as well as up to 40% off CPD events, from regional history forums and conferences to topic-specific CPD.
- **Your trainees** – tailored support to tackle their first steps in teaching from guides on how to 'Survive and Thrive as a History Teacher' to practical articles for 'New, Novice and Nervous' and networks to enhance their development.
- **Your students** – If you're a corporate secondary or corporate historian member, your students aged 14-18 gain subject knowledge development, revision support, and advice on transition to university and careers through the HA student zone.

We've put together a set of handy step-by-step guides to support you, and ensure you are getting the most out of your corporate or school membership including:

- 1) How to add/remove extra staff logins to your account (this guide)
- 2) Using and Updating your Student Zone login (Secondary members only)
- 3) How to create and share resource folders through 'My HA'

Got questions? Never fear, we are here to help! If you need any further support or advice you can contact our friendly membership team on **membership@history.org.uk** or by calling **0300 100 0223**

Adding extra staff logins on a school corporate account

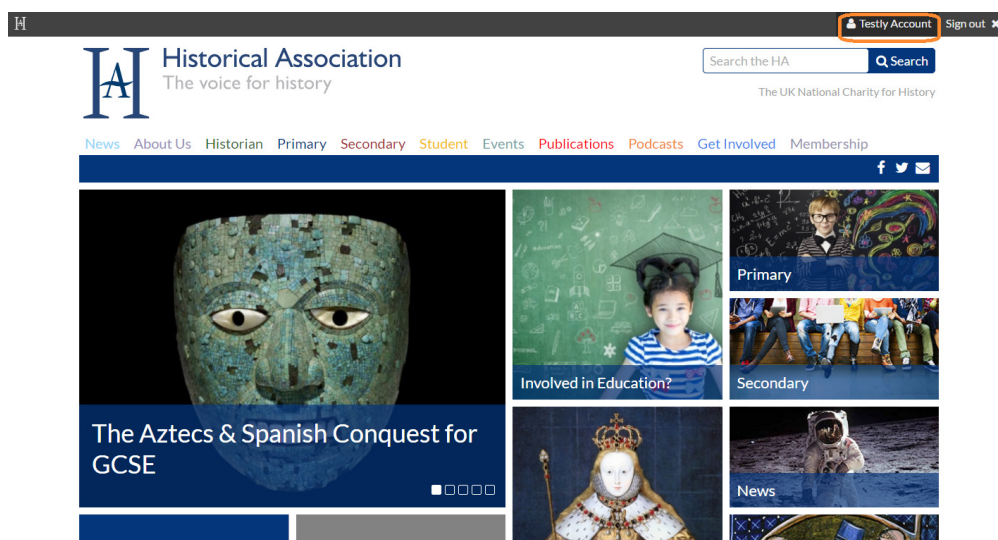
One of the added bonuses of having a corporate membership is the opportunity to share the benefits of membership with your colleagues at school or in your department. You can add extra logins for each member of staff to grant them online access to membership resources, enable them to sign up for e-newsletters, and allow them to create and share resource folders within 'My HA'.

Please note: There is a cap of **eleven** extra logins if you are a primary school member, and **seven** extra logins if you are a secondary member. These must be registered to individual named members of staff for personal use.

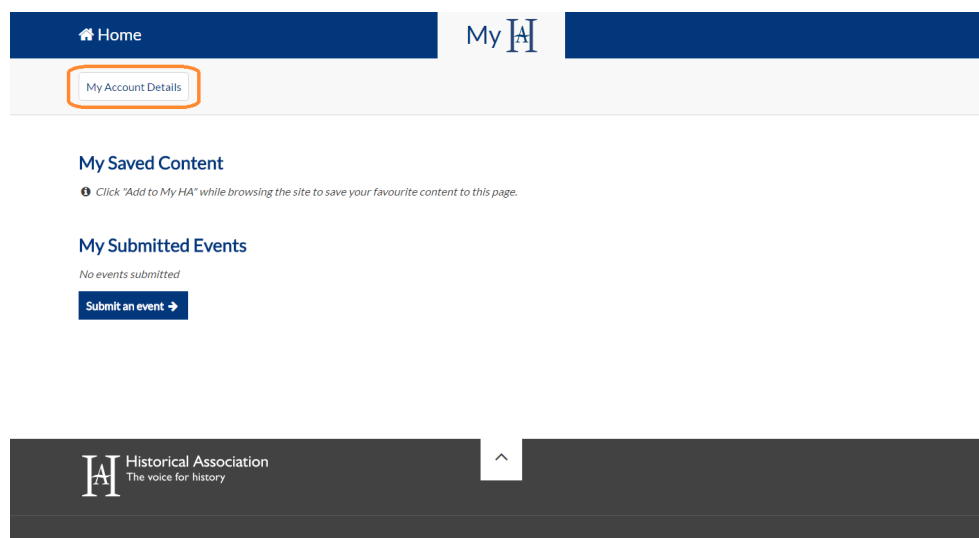
- Extra logins will need to be set up by the Corporate Main Login (usually the main teaching contact) for the membership. To set these up, visit www.history.org.uk and click 'Sign in' in the top right-hand corner to log in to the Main Login account.

If you're not sure who the Corporate Main Login is for your organisation, or want to change the contact, feel free to contact us on 0300 100 0223 or by emailing membership@history.org.uk

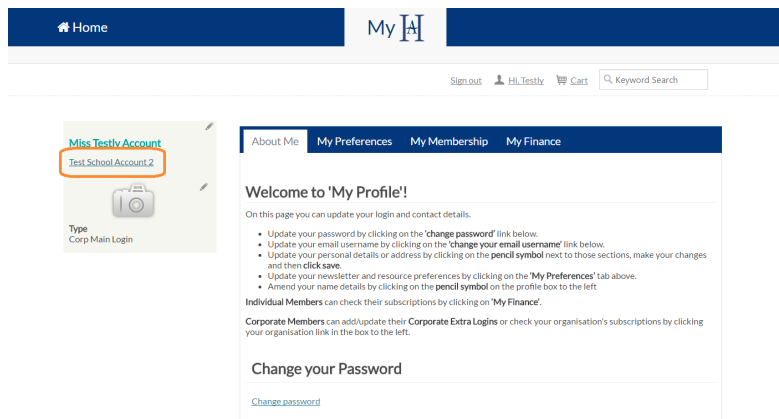
- Once you have logged in, click on your name at the top right of the page



- Now click on 'My Account Details'

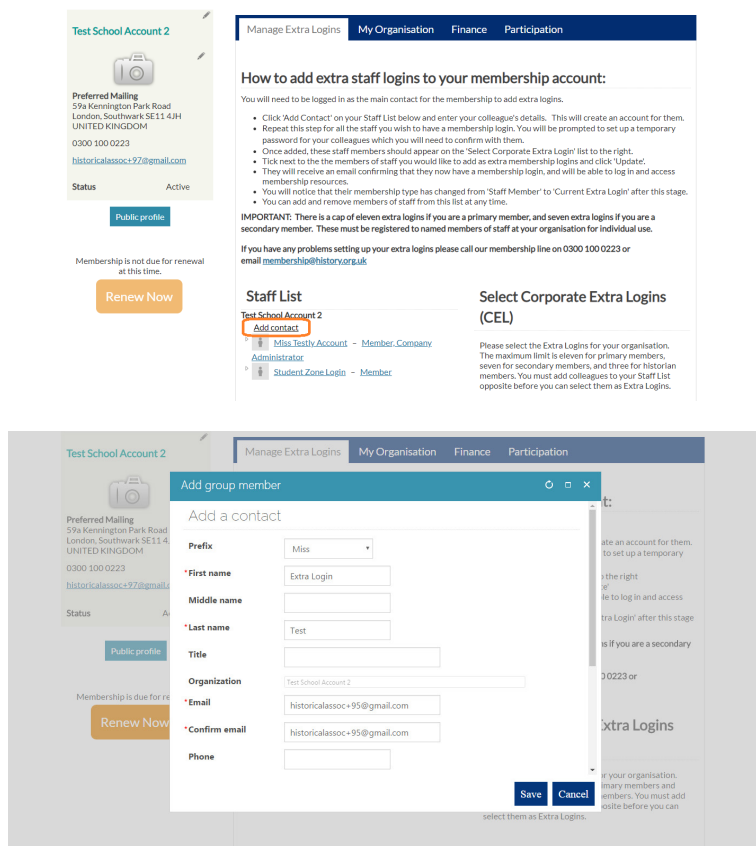


- In the left-hand profile box, click on the name of your school.



- This will take you directly to the **'Manage Extra Logins'** page. Click **'Add Contact'** on your Staff List at the bottom left of the page, and enter your colleague's details. This will create an account for them.

NB: Some of your colleagues may already have their email registered on our system, in which case you will not be able to add them as a new contact. If that's the case, please contact us on 0300 100 0223 or email membership@history.org.uk and we can link them to your organisational membership on your behalf.



- Repeat this step for all the staff you wish to have a membership login. You will be prompted to set up a temporary password for your colleagues which you will need to pass on to them. Please remember that passwords are case sensitive.

- Once added, these staff members should appear on the 'Select Corporate Extra Login' list to the right. Tick the members of staff you would like to add as extra membership logins and click 'Update'.

The screenshot shows the 'Manage Extra Logins' interface. On the left is a profile card for 'Test School Account 2'. The main content area has a navigation bar with 'Manage Extra Logins', 'My Organisation', 'Finance', and 'Participation'. Below this is a heading 'How to add extra staff logins to your membership account:' followed by instructions and an 'IMPORTANT!' note. There are two columns: 'Staff List' and 'Select Corporate Extra Logins (CEL)'. The 'Staff List' contains three entries: 'Miss Testly Account - Member, Company Administrator', 'Miss Extra Login - Member', and 'Student Zone Login - Member'. The 'Select Corporate Extra Logins (CEL)' section has a heading and instructions, followed by a list of options. The 'Miss Extra Login (Member type: Ordinary Staff Member)' option is selected with a radio button, and the 'Update' button below it is highlighted with an orange box.

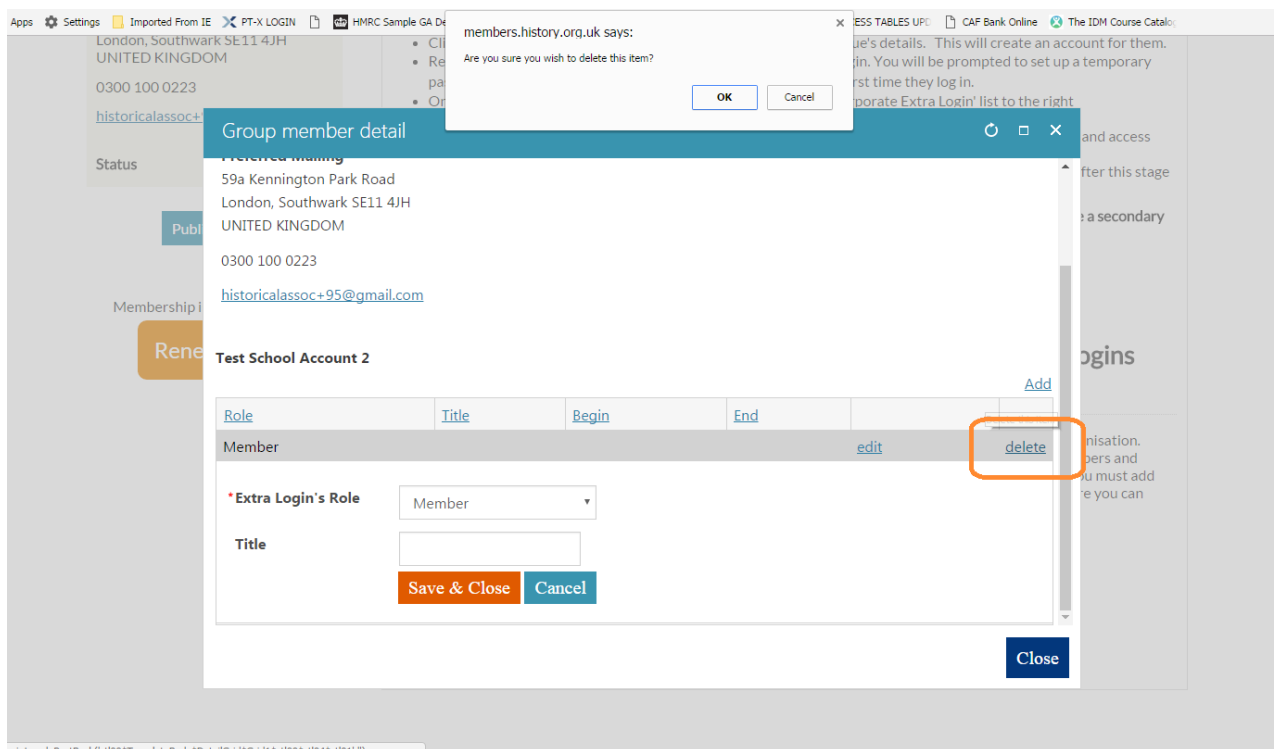
- They will receive an email confirming that they now have a membership account, and will be able to log in and access membership resources. **Remember you will need to let them know what their password is!** They can change this once they have logged in.
- You will notice that their membership type has changed from 'Ordinary Staff Member' to 'Current Extra Login' after this stage

This screenshot is similar to the one above, but the 'Miss Extra Login' option in the 'Select Corporate Extra Logins (CEL)' section is now selected with a radio button, and its label has changed to 'Miss Extra Login (Member type: Current Extra Login)'. The 'Update' button below it remains highlighted with an orange box.

Remember: There is a cap of eleven extra logins if you are a primary school member, and seven extra logins if you are a secondary member. These must be registered to individual named members of staff for personal use only.

Removing Extra Logins

- You can add and remove members of staff from the 'Extra Login list' at any time. To remove a login's membership rights, **untick** the box next to their name in the 'Corporate Extra Logins' list and click update.
- To permanently remove a member from your organisation, click on the word 'Member' next to their name in the staff list. Here you can edit or delete their role. If you delete them they will be unlinked from your organisation.



If you have any problems setting up or amending your extra logins please call our membership line on 0300 100 0223 or email membership@history.org.uk. We can help you or set these up on your behalf.