

Chapter Advisor Instructions

Topic: Student Member Site



Steps to enable student access to the **Student Member Site**.

1. If you have not done so already, submit all student member names using the **red** *Submit Membership* tab on the *Chapter Advisor Site*. All names must be submitted in order for students to be able to access the Student Member Site.
2. Create a student member temporary default password. The password can be created/reset via the *Chapter Information* tab.
3. Provide each student with the temporary default password and the student's Membership ID number, which is located in both the *Members* tab dashboard and the *Membership Download* tab in the Chapter Roster Report
4. Instruct student members to log in to the [Student Member Site](#) using their Membership ID number and the temporary default password.

Students will need to provide a parent/guardian email address and have the parent/guardian grant consent for student access to the Student Member Site.

Once the parent/guardian consent process is complete, student members may return to the site and enter the site using the login credentials noted above.

Student members will create their own unique password to access the resources on the Student Member Site.

Steps to review student account status in the Student Member Site.

1. Access your chapter in the TSA membership system.
2. Select the blue tab entitled *Members with Access to Site* and then select the CSV file type. The *Members with Access to Site* report will automatically download.
3. This report will list student members, ID numbers, and the status of each student's account in the Student Member Site.