



## Instructions for Accessing Key Information on the ISA Web Site

Go to [www.isa.org](http://www.isa.org) and **login as yourself using your member number and password.**

**Society Leader Resources:** Left navigation bar: General Information>Society Leader Resources. This is the starting point for all resources available to all leaders of the society (Division, Section, District, Executive).

**Section Web Sites:** Left navigation bar: General Information>Membership>Sections>Regular. An alpha listing of Regular Sections will appear on the page. Make your selection. Note the Section Search option that will allow you to identify and contact the ISA Sections in a state or country.

**Section Reports:** There are fourteen reports, including the roster, that can be accessed by the coded President, Secretary, Membership Chair, Newsletter Editor, and Web Master. Go to the left navigation bar: General Information> Society Leader Resources> Section>Reports & Rebates. Also on this page will be access to the reports for the ISA Student Sections assigned to your Section for support. You can save the report(s) to your computer. Use the drop-down Select a Format option and then Export. Excel format is recommended.

**Section Rebate Reports:** (Access by coded President, Treasurer, and Membership Chair) Left navigation bar: General Information>Society Leader Resources>Section>Reports & Rebates. Use drop-down menu to select desired month and year for report and press GO. You can save the report(s) to your computer. Use the drop-down Select a Format option and then Export. Excel format is recommended.

**Accessing Free ISA Standards:** Left navigation bar: General Information>My ISA>Online Files. On the "Online files" page, select "Access your free standards." You will be taken to a page listing all the standards that are available for your free download. Scroll down the page to view the list. Once you have located the downloadable standard of your choice, click on "Free" to the right of the standard and follow the prompts to download it to your computer.

**Accessing Free Technical Papers:** Left navigation bar: General Information>My ISA>Online Files. On the "Online files" page, select "Access your free papers now." You will be taken to a page where you can access the full library of technical papers.

**Accessing Free Web Seminars:** Left navigation bar: General Information>My ISA>Online Files. On the "Online files" page, go to the "Web Seminars" area and select "Access your free web seminars." You will be taken to a page where you can access ISA's pre-recorded technical web seminars. Select the web seminar of your choice and click on "Enter Class." The seminar should begin to play. *more →*

**Accessing Free ISA Transactions Articles:** Left navigation bar: General Information>My ISA>Online Files. On this page, scroll down to ISA Transactions. The instructions are there.

**Admin Forms & Guides:** Left navigation bar: General Information> Society Leader Resources>Section> Admin Forms/Guides. You'll find a link to logos, Section Performance Award application and guidelines, enrollment form, certificate template, Section Leaders Report Form, and much, much more.