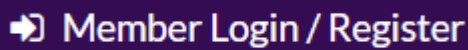
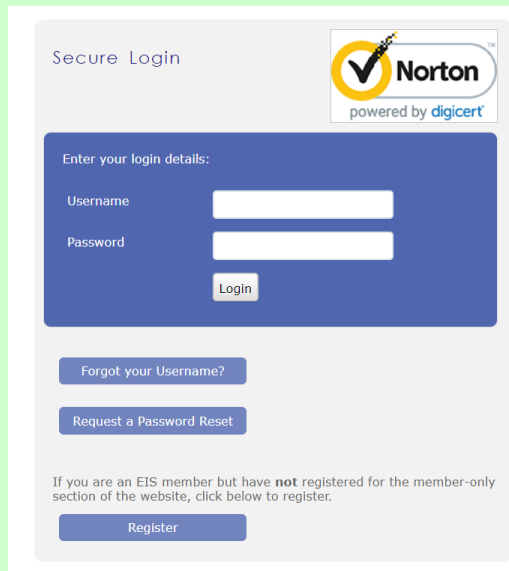


# Updating School Membership Lists




At the top of the eis.org.uk homepage,

click **Member Login/Register**



Secure Login

 powered by **digicert**

Enter your login details:

Username

Password

If you are an EIS member but have **not** registered for the member-only section of the website, click below to register.

If you know your username and password,

## Login

If you've forgotten either,

click **Forgot Your Username**

Or

click **Request a Password Reset**

If you've never logged in,

click **Register**



## View/Update Member Details

Keep your members' records updated to ensure effective communication.

Changes will be visible to members as you make them.

To obtain a list of your members,

Click **View/Update Member Details**

#	EIS No	Name	Home Email	School Email	School	Tel	
1	W2766	McEwan, Paula	Inverclyde@eis.org.uk		LA Officials	07769159489	<input type="button" value="Edit"/>

1 - 1 / 1 (1) 50 1

You will have a list of members – I've used my entry as an example

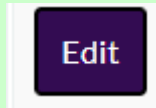
or

### New Members

ID	EIS No	Name	Home Email	School Email	School	
						<input type="button" value="Add Member"/>

0 - 0 / 0 (0) 50 1

You can add New Members to your list



To update/remove a member's details,

Click **Edit**

EIS No	W2760
School	LA Officials (None)
Forename	Paula
Surname	McEwan
Home Address	92 Kylemore Terrace
	Greenock
City/Town	
Postcode	PA16 0RX
Home Email	inverclyde@kik.org.uk
Work Email	
Phone Number/Mobile	07769159489
Subscription Type	Full Time Permanent
Date Joined	01/08/2001
Paid Until	01/08/2023
Current Payment Method	Direct Debit - Monthly
Current Status	
Family Leave Month OMP Stops	
Family Leave Due To Return	
New Base Name/Town	

[Submit Changes](#)

You will see the member's database information and can amend names and home addresses easily here

Current Status	<input type="text"/>
Family Leave Month OMP Stops	
Family Leave Due To Return	

- New Base
- Resigned EIS
- Maternity Leave
- On An Exchange
- Left Teaching
- Retired
- Deceased

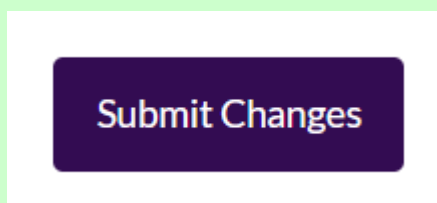
To amend a member's status, choose an option from the dropdown menu under **Current Status**

If a member has moved to another school or authority, choose **New Base**

New Base Name/Town	<input type="text"/>
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If you know where the member has moved to, type the school or authority in the box beneath the menu

If you don't know where they have moved to, type Unknown



Remember to save your changes