REN-ISAC

Member Representative Basics

Introduction to the REN-ISAC Registry

Our Registry is integral to the support of your REN-ISAC membership. It keeps your profile information, maintains your relationships to institutions, groups, and communities, and defines your role within REN-ISAC. Our plan to continue adding functionality to this flexible and innovative platform.
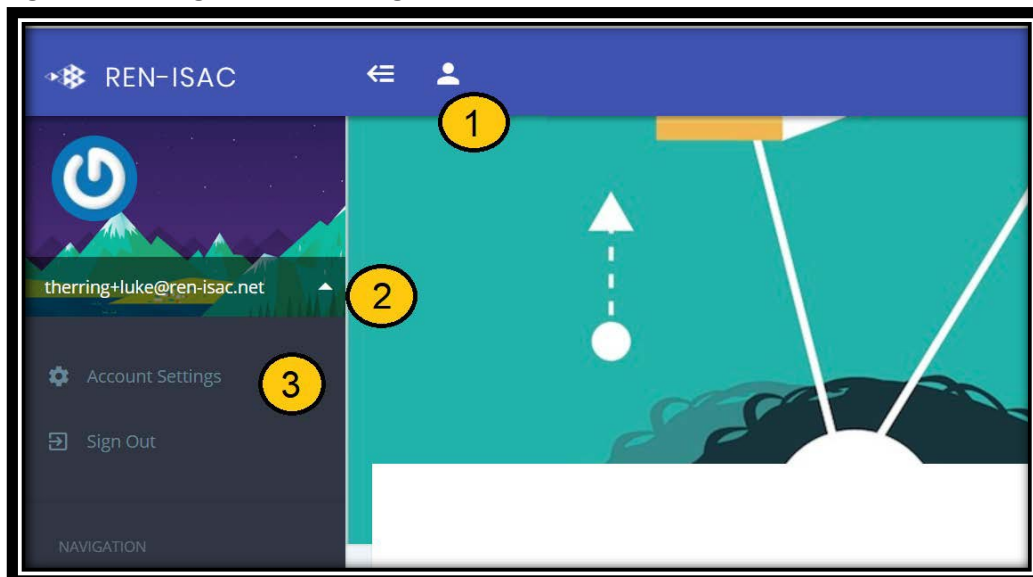
Logging In

You can login to the Registry by visiting https://registry.ren-isac.net. Enter the same username and password you've always used to logon to REN-ISAC resources. You can request a password reset from this same webpage.

What To Do First

You'll want to check your name and other profile information to be sure it was converted correctly. We split the "name" field into first name and last name, and we added a "preferred name" field. Here's how to check:

1. Make sure your browser is maximized, then click the profile icon in the upper left corner of the screen
2. Click the down arrow beside your username, then choose Account Settings (see Figure 1 below)
3. Review your Account Summary
4. To review your profile, and add your "preferred name", click the Profile link just left of your Account Summary
5. After making any changes, be sure to click the Update button in the lower right
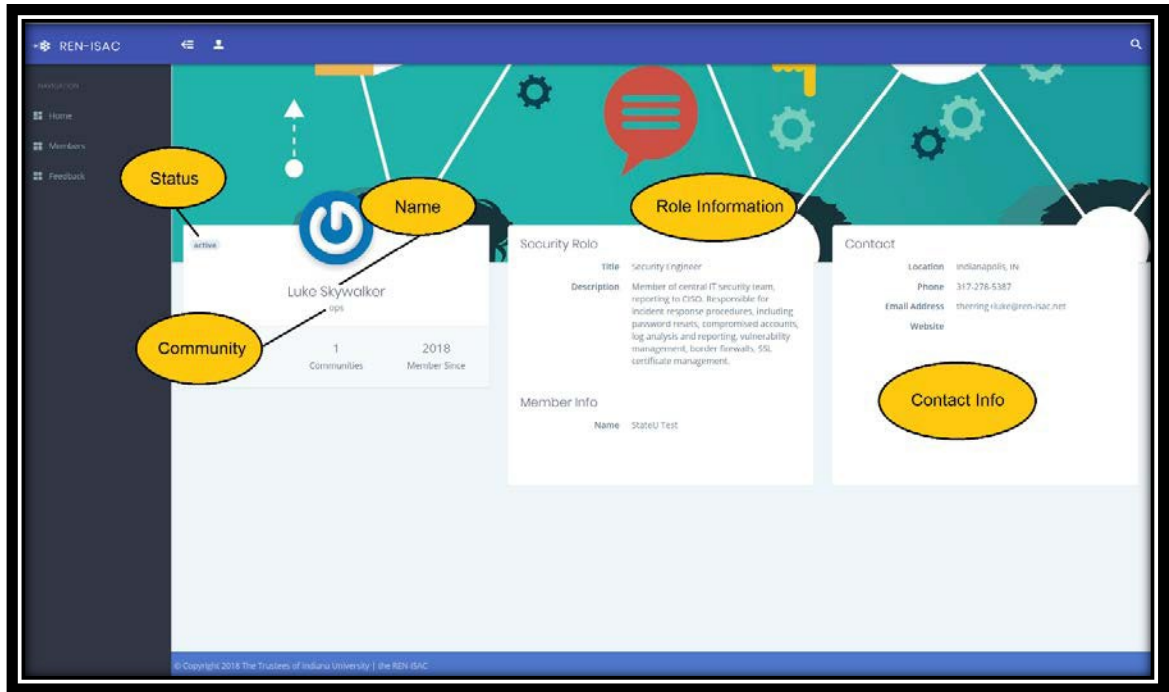
Figure 1. Finding Account Settings

Navigation

The "home" screen is a summary of your institution's membership, displaying Member Representatives and the Management Rep's contact information. You can drill down on the profile information of any of the people on

your institution's roster by clicking on their name. To see what information is visible after you drill down, refer to Figure 2 below.

Figure 2. Highlights of Viewing a Member Rep's Profile

To view other institutions, click the "Members" link in the navigation menu at the left side of the screen. This will display a list of all REN-ISAC member institutions. The columns are all sortable, and there are options to filter and change the number of entries displayed (see Figure 3 below).

If you drill down on a member institution, you'll see a screen similar to your home screen – a display of Member Reps, the Management Rep(s), and the Management Rep contact information.

Figure 3. List of Member Institutions