REN-ISAC

Management 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.
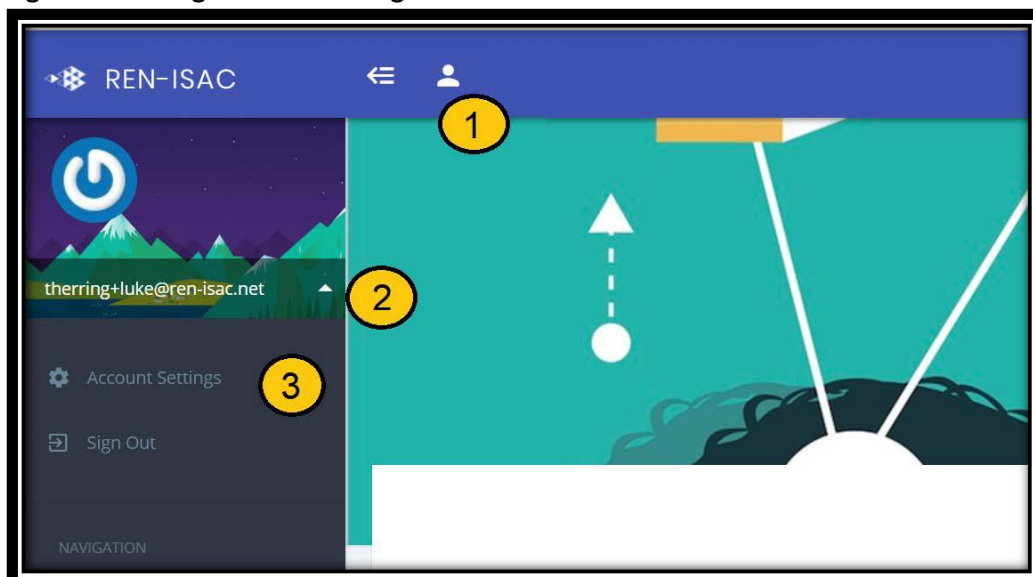
What To Do First

As the Management Representative, you have two roles. Being a Management Rep means you are our point of contact for administrative purposes (like billing) and you are responsible for your REN-ISAC "roster" of Member Representatives. Your second role is that of a Member Representative, and so the first thing you need to do is verify your account information. Skip to the next section if you've already done this.

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
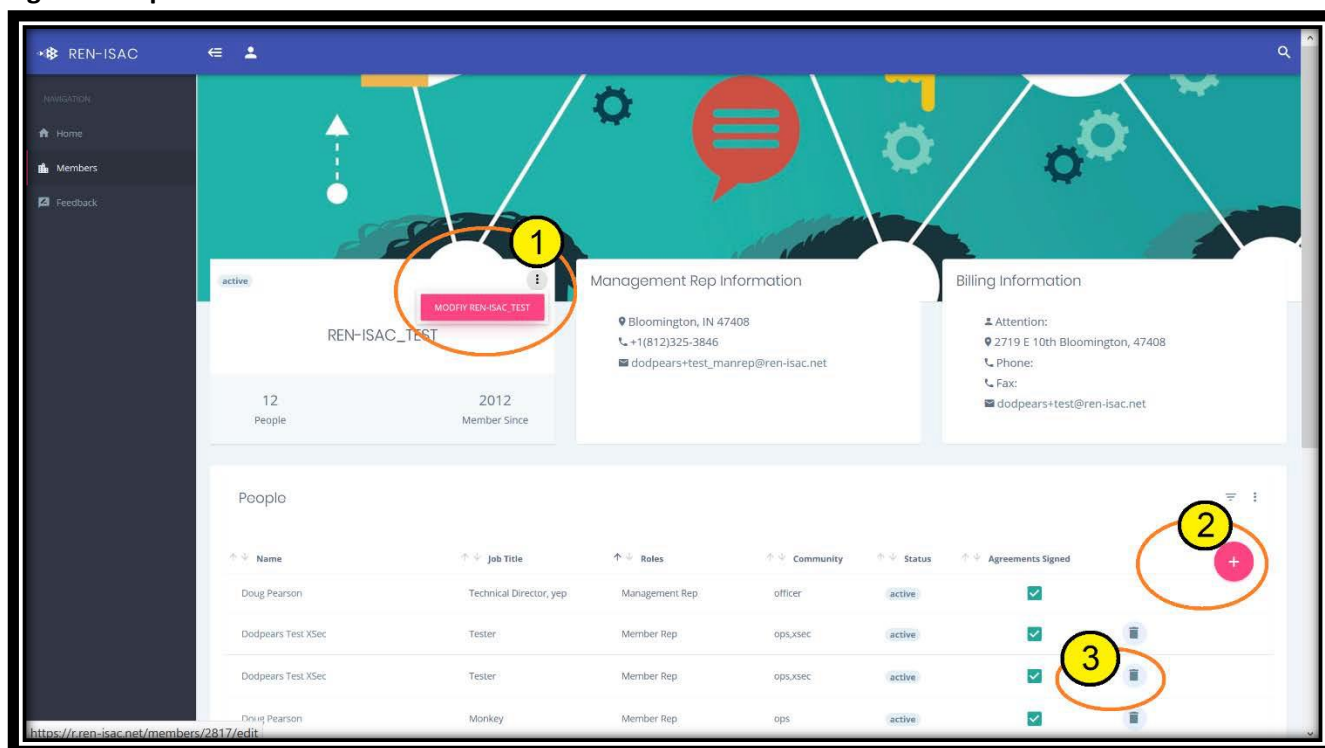
Figure 1. Finding Account Settings

Billing Information

The "home" screen is a summary of your institution's membership, displaying Member Representatives, as well as a summary of your billing information. To verify and update your billing info:

1. In the area where your institution information is shown, click the Modify button (see label "1" in figure 2 below)
2. The screen that follows is related to your billing information (attention, email, phone, address, etc)
3. If you update anything, be sure to scroll to the bottom and click the "Update Member" button to save the changes

Figure 2. Important Action Buttons on the Home Screen

Nominations

From the home screen, you can make nominations, view the status of your nominations, and manage your roster. To make a nomination:

1. At your home screen, choose the Plus sign to the right of your membership roster (see label "2" in Figure 2 above)
2. In the Nomination form, you'll need to supply the name, email address, job title, and general job description of your nominee.
3. On the right side of the form, you'll need to decide which core community the person should be assigned to. There are descriptions provided on the form, but for more information you can visit https://ren-isac.net/ep
4. When the form is complete, click Nominate link at the bottom of the form

Managing Your Roster

On the home screen, the list of people belonging to your institution. You can see the status of your nominees. A new nomination will show up with a status of "created"; a status of "approved" after REN-ISAC staff have reviewed the nomination and sent it out to the community for vetting, a status of "active" once the vetting period is over.

If you need to remove a Member Rep, either because they have left employment at your institution or whose job change makes them ineligible, you can simply click the Delete button (label "3" in Figure 2 above).

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 3 below.

Figure 3. 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 4 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 4. List of Member Institutions