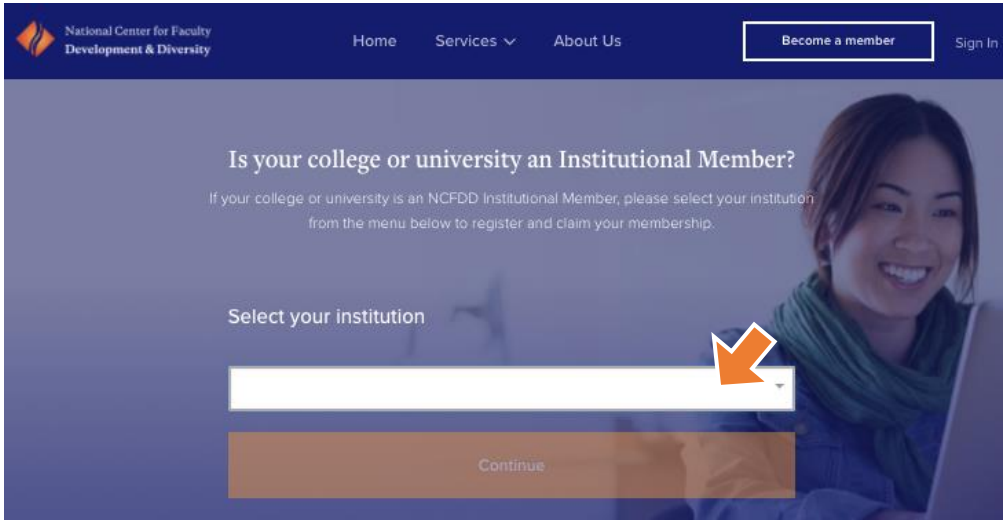


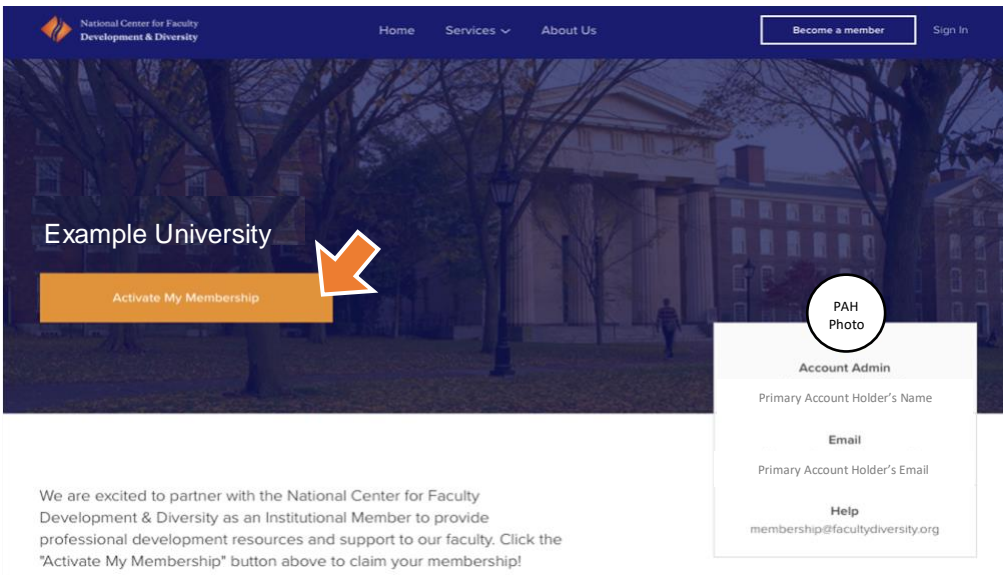
## HOW TO CLAIM YOUR INSTITUTIONAL MEMBERSHIP

**Step 1:** Go to <https://www.facultydiversity.org/join>. Then select your institution from the drop-down menu and click “Continue.”



The screenshot shows the website's header with the logo, navigation links (Home, Services, About Us), and buttons for "Become a member" and "Sign In". The main content area asks, "Is your college or university an Institutional Member?" and provides instructions to select an institution from a drop-down menu. An orange arrow points to the drop-down menu, and another orange arrow points to the "Continue" button below it.

**Step 2:** On the institution’s landing page, click “Activate My Membership.”



The screenshot shows an institution's landing page with a background image of a university building. The header is the same as in Step 1. The main content area features the text "Example University" and an orange "Activate My Membership" button, with an orange arrow pointing to it. To the right, there is a registration form with fields for "PAH Photo", "Account Admin", "Primary Account Holder's Name", "Email", "Primary Account Holder's Email", and "Help" (with the email address membership@facultydiversity.org). Below the form, there is a paragraph of text: "We are excited to partner with the National Center for Faculty Development & Diversity as an Institutional Member to provide professional development resources and support to our faculty. Click the 'Activate My Membership' button above to claim your membership!"

**Step 3:** Complete a brief registration form using your institution email address.

**Step 4:** Open your institution email. Click “Activate Account” in the confirmation email.