MARINE CORPS LEAGUE INFORMATION SYSTEM





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DEPARTMENT LEVEL PROFILE VIEW / EDIT

THIS INFORMATION IS ALSO CONTAINED IN A VIDEO ON THE MCL NATIONAL WEBSITE. MEMBER LIBRARY / VIDEO DATABASE 102 MEMBER PORTAL. PLEASE VIEW THE VIDEO FIRST

DEPARTMENT LEVEL SYSTEM USER AUTHORITY / PERMISSIONS

- 1 VIEW ALL DETACHMENT MEMBER PROFILES IN DEPARTMENT
- 2 UPDATE DETACHMENT PROFILE INFORMATION FOR DETACHMENTS AS NEDED
- 3 UPDATE MEMBER ADDRESS, CITY, STATE, ZIP, PHONE NUMBER(S), eMAIL ADDRESS Note, changing eMail address at this level DOES NOT change LOGIN USERNAME.

MEMBER PROPER NAMES & DETACHMENT NAMES CAN NOT BE CHANGED AS THEY ARE LEGAL ENTITES AND CAN ONLY BE UPDATED AT MCL NATIONAL OFFICE

MAKE YOUR CHANGE ENTRIES IN ALL CAPS SO PRINTOUTS ARE UNIFORM AND EASY TO READ

ONCE YOU HAVE COMPLETED THIS TRANSACTION YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL

A CURRENT DETACHMENT ROSTER WILL BE PRINTED QUARTERLY FOR EACH DETACHMENT IN THE DEPARTMENT

A CURRENT DETACHMENT ROSTER WILL BE PRINTED UPON A DETACHMENTS REQUEST.

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DETACHMENT COMMANDANT REGISTRATION PROCEDURES

- 1 **CURRENT DEPARTMENT COMMANDANT & CURRENT DEPARTMENT PAYMASTER** WHO ARE ON THE CURRENT ROSTER OF INSTALLATION (ROI) IN NATIONAL HEADQUARTERS CAN REQUEST A LOGIN AT THE DEPARTMENT LEVEL
- 2 SEND DEPARTMENT REQUEST TO THE DIVISION NVC FOR VERIFICATION OF MEMBERS & DETACHMENT GOOD STANDING STATUS. ONCE VERTIFIED THE DIVISION NVC SENDS THE REQUEST TO NATIONAL HEADQUARTERS.
- 3 **DIVISION COMMANDANT** ALSO IDENTIFIES AT THIS TIME ANY CURRENT ACTIVE DEPARTMENT USES TO BE INACTIVATED ON THE SYSTEM AS A DEPARTMENT CAN **ONLY HAVE TWO VALID USERS**
 - DIVISION NVC FORWARDS TO NATIONAL HEADQUARTERS: J D FOSTER JFoster@MCLeague.org
 - THE NEW REGISTERED USER WILL RECEIVE AN EMAIL (EMAIL ADDRESS ON FILE) WITH THEIR LOGIN PROCEDURES

LOGIN

NOTE, THE LOGIN WEBSITE IS NOT THE MEMBER PORTAL ON THE MCL WEBSITE RATHER ACCESS VIA A WEB APPLICATION

USE THE INFORMATION YOU RECEIVED FROM NATIONAL HEADQUARTERS TO LOGIN

ATLAS

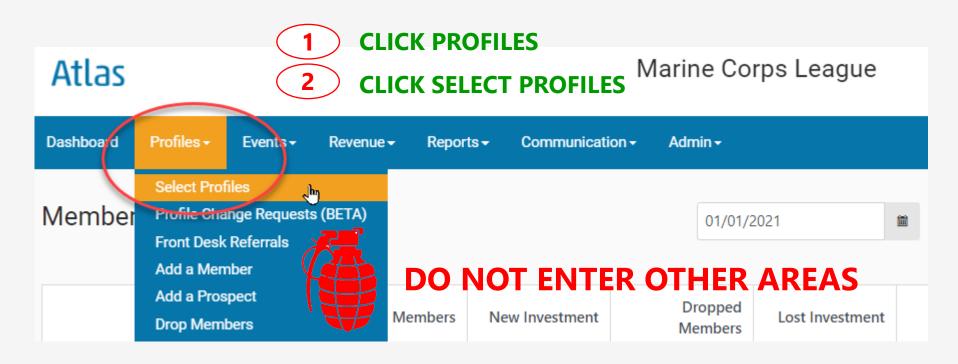
National Marine Corps League

Login		
Username		
Username		
Password		
Password		
Remember My Login		
Login		
Forgot your password?		

NOTE

IF A MEMBER'S PROFILE DATA CAN NOT BE UPDATED AT THE DETACHMENT LEVEL THE DEPARTMENT COMMANDANT OR DEPARTMENT ADJ / PAYMASTER WILL BE REQUESTED TO MAKE CHANGES.

VIEW / EDIT MCL MEMBER PERSONAL PROFILE EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

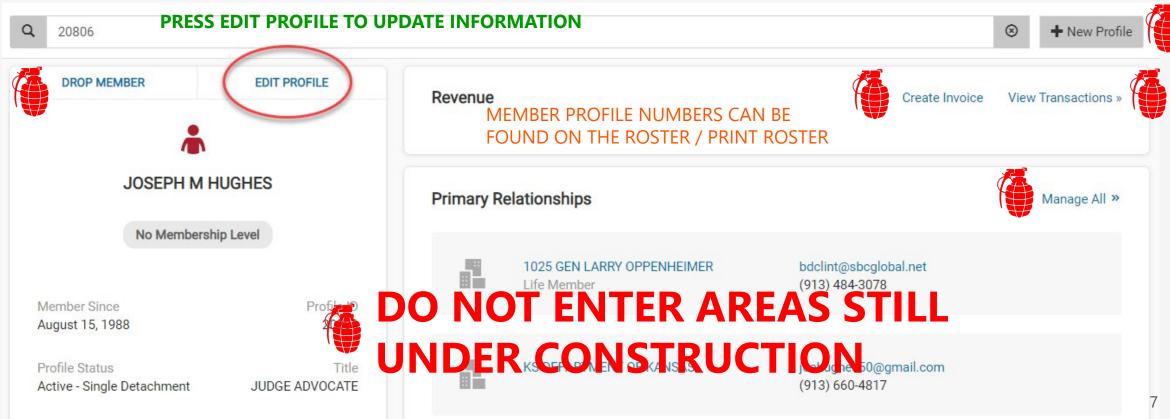


VIEW / EDIT MCL MEMBER PERSONAL PROFILE EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

Atlas	Γ	larine	e Corps League	
Dashboard Profiles - Events -	Revenue - Reports - Communication -	Admir	1-	
Q 20806 1 ENTER PROFILE ID OR NAME		9	Hughes SCROLL LIST CLIC	CK ON NAME
JOSEPH M HUGHES (20806)	1025 GEN LARRY OPPENHEIMER 8021 HALL STREET		EDMUND A HUGHES JR (7290)	269 CHESTY PULLER 3832 HUDSON DR STOW, OH 44224
Click the search icon for more results.	LENEXA, KS 66219	-	PATRICIA E HUGHES MACE (29534)	825 1775 117 VIRGINIA AV AUDUBON, NJ 08106
Billing Profile	Info ENTER OTHER AREAS	٦	JERRY L HUGHES SR (2211)	1253 KANKAKEE 13283 E 2500 S RD PEMBROKE TOWNSHIP, IL 60958
Member Active Affiliation Codes	Select	٨	DANA T HUGHES (16080)	1165 CPL JOHNNY A WILLIAMSON 6831 ABIGAIL DR TRINITY, NC 27370

VIEW / EDIT MCL MEMBER PERSONAL PROFILE ONLY EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

SCROLL TO VIEW MEMBER PERSONAL INFORMATION



VIEW / EDIT MCL MEMBER PERSONAL PROFILE ONLY EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

20806		⊗ + New Profile
ofile Edit	JOSEPH M HUGHES (20806)	Cancel Save and Continue Editing Save Profile
eral Information	SCROLL TO VIEW OR EDIT	
nbership Information	PrefixREMEMBER TO PRESS SAVE IF	Profile Status
lition	INFORMATION HAS CHANGED	Active - Single Detachment
lition // hones	First Name	Assigned To
litional Emails	JOSEPH	~
al Media	Middle Initial	Sold-By
o Portal Credentials es	Μ	~
	Last Name	Prospect
	HUGHES	Do Not Send Email