



## PROCEDURES

MARINE CORPS LEAGUE INFORMATION SYSTEM

# DETACHMENT LEVEL SYSTEM USER

*THIS INFORMATION IS ALSO CONTAINED IN A VIDEO ON THE MCL NATIONAL WEBSITE.  
MEMBER LIBRARY / VIDEO DATABASE 101 MEMBER PORTAL. PLEASE VIEW THE VIDEO FIRST*

## DETACHMENT LEVEL SYSTEM USER AUTHORITY / PERMISSIONS

- 1 VIEW ALL DETACHMENT MEMBER PROFILES
- 2 UPDATE MEMBER ADDRESS, CITY, STATE, ZIP
- 3 UPDATE MEMBER PHONE NUMBER(S)
- 4 UPDATE MEMBER eMAIL ADDRESS  
*Note, changing eMail address at this level DOES NOT change LOGIN USERNAME.*

### **THIS PROCESS REPLACES SUBMITTING A TRANSMITTAL WITH THE CODES: COAO & COAN**

**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 CAN BE REQUESTED FROM THE DEPARTMENT COMMANDANT AT ANYTIME**

*At this time, you cannot print a Detachment Roster from the Member Portal*

**ONCE YOU HAVE COMPLETED THIS TRANSACTION REMEMBER TO UPDATE YOUR EXCEL ROSTER SO YOU HAVE A BACKUP**

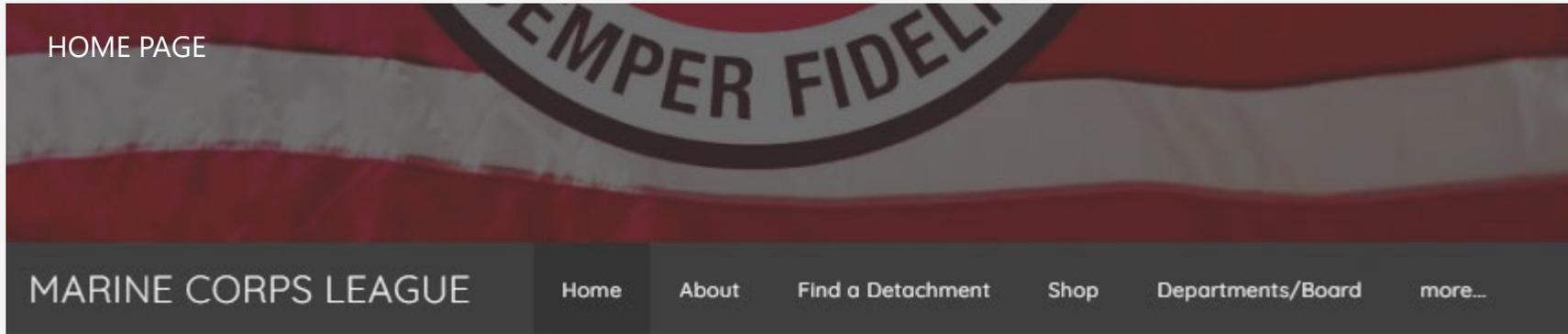
## DETACHMENT COMMANDANT REGISTRATION PROCEDURES

- 1 **CURRENT DETACHMENT COMMANDANT** ON CURRENT ROSTER OF INSTALLATION (ROI) IN NATIONAL SUBMITS THE REQUEST FOR DETACHMENT SYSTEM USERS TO **DEPARTMENT PAYMASTER**.
- 2 **DETACHMENT COMMANDANT** SELECTS ONE OTHER DETACHMENT OFFICER ON CURRENT ROSTER OF INSTALLATION (ROI) IN NATIONAL FOR SYSTEM REGISTRATION.  
*Note, usually Adjutant, Paymaster or Adjutant/ Paymaster. Person must be computer literate with some basic database update knowledge.*
- 3 **DETACHMENT COMMANDANT** VERFIES USERS SELECTED HAVE CURRENT EMAIL ADDRESS IN DATABASE AS THIS IS USED TO VALIDATE USER REGISTRATION IN THE DATABASE.
- 4 **DETACHMENT COMMANDANT** SENDS EMAIL TO **DEPARTMENT COMMANDANT** TO VERIFY THE NAMES SUBMITTED ARE IN GOOD STANDING AND ARE ON CURRENT ROSTER OF INSTALLATION (ROI) on FILE AT DEPARTMENT LEVEL.
- 5 **DETACHMENT COMMANDANT** ALSO IDENTIFIES AT THIS TIME ANY CURRENT ACTIVE DETACHMENT USES TO BE INACTIVATED ON THE SYSTEM AS A DETACHMENT CAN **ONLY HAVE TWO VALID USERS**
- 6 **DEPARTMENT** VERIFIES REQUEST (CHECKS CURRENT DATABASE ROSTER) AND **FORWARDS TO DIVISION NVC** FOR SUBMISSION TO NATIONAL / **J D FOSTER** [\*\*JFoster@MCLeague.org\*\*](mailto:JFoster@MCLeague.org)
- 7 THE **NEW REGISTERED USER** WILL RECEIVE AN EMAIL (EMAIL ADDRESS ON FILE) WITH THEIR LOGIN PROCEDURES
- 8 **IF THERE IS A PROBLEM WITH THIS PROCESS CALL J D FOSTER 703.207.9588**

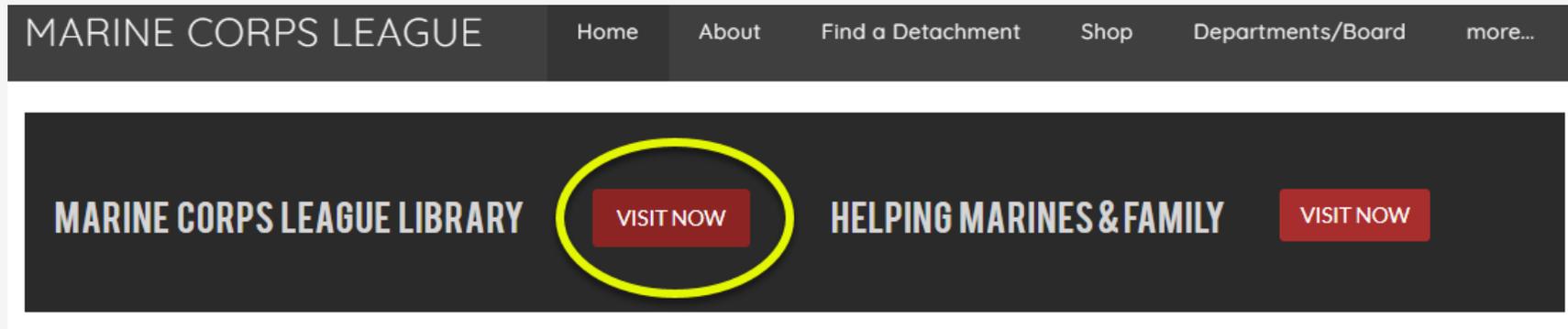
# MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

**MCL NATIONAL WEBSITE / [www.mclnational.org](http://www.mclnational.org)**



**SCROLL DOWN / CLICK ON VISIT NOW**



# MCL DATABASE DETACHMENT LEVEL USER

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**STEP #1  
WATCH TRAINING VIDEO**

**MARINE CORPS LEAGUE  
LIBRARY**

Library **Member Library** Events Calendar

**CLICK ON MEMBER LIBRARY**

## CORPORATE DOCUMENTS



FY2021 Roster National  
Marine Corps League v39



Video\_Database  
101\_Member Portal

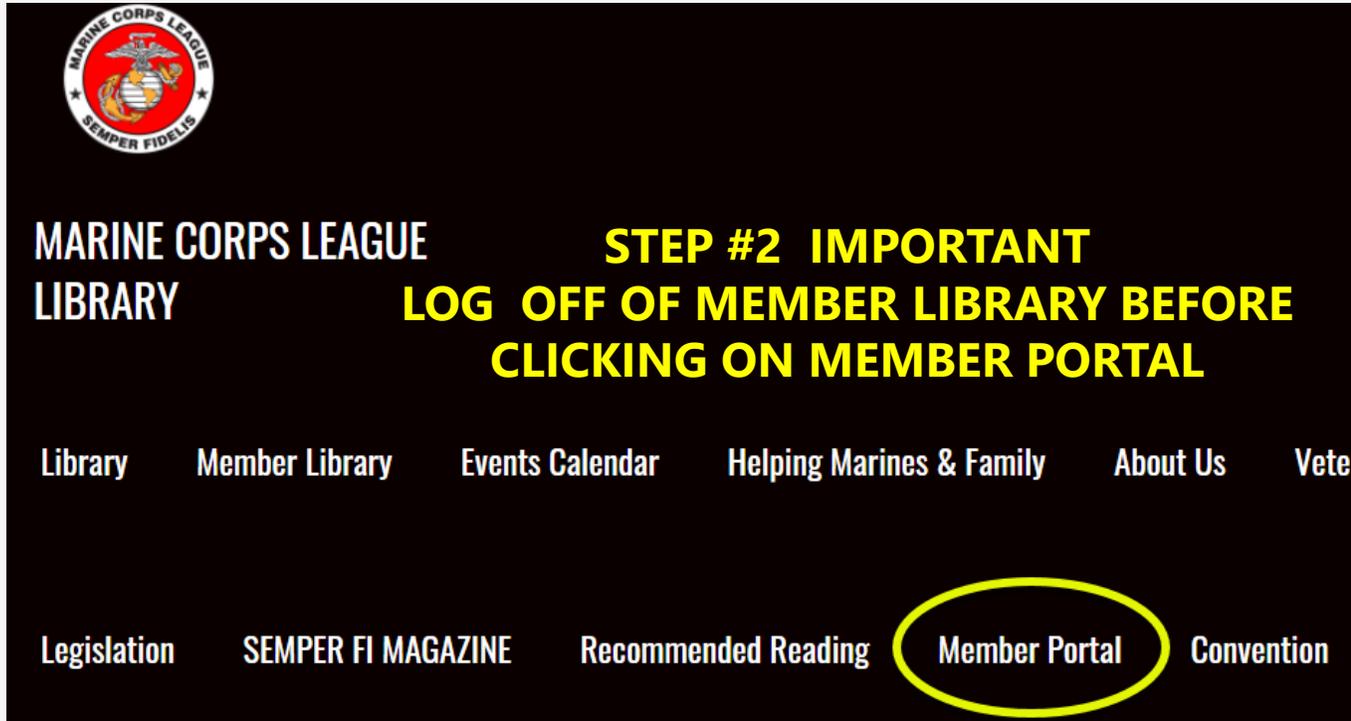
**CLICK 101 MEMBER PORTAL VIDEO**

*After watching video move to next page*

# MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

**MCL NATIONAL WEBSITE / [www.mclnational.org](http://www.mclnational.org)**



The screenshot shows the Marine Corps League website navigation menu. At the top left is the Marine Corps League logo, which features a globe with an eagle and the motto "SEMPER FIDELIS". Below the logo, the text "MARINE CORPS LEAGUE LIBRARY" is displayed. To the right of this, the text "STEP #2 IMPORTANT LOG OFF OF MEMBER LIBRARY BEFORE CLICKING ON MEMBER PORTAL" is written in yellow. The navigation menu consists of two rows of links: "Library", "Member Library", "Events Calendar", "Helping Marines & Family", "About Us", and "Veterans" in the first row; and "Legislation", "SEMPER FI MAGAZINE", "Recommended Reading", "Member Portal", and "Convention" in the second row. The "Member Portal" link is circled in yellow.

**LOG OFF LIBRARY**

**CLICK ON MEMBER PORTAL**

## MEMBER PORTAL - EDIT / VIEW PROFILE

# MEMBER LOGIN

Username

**ENTER YOUR EMAIL ADDRESS**

Password

**ENTER YOUR PASSWORD**

**LOGIN**

[Click here for login information](#)

[Click to change PASSWORD](#)

**CLICK TO LOGIN**

## MEMBER PORTAL - EDIT / VIEW PROFILE

### MEMBER LOGIN

Member Portal Home

Stay Informed

Change Username / Password

Take A Survey

Profile Update

Add A Coupon

**CLICK ON PROFILE UPDATE**

GEORGE W WAUGH



**DO NOT CLICK ON OR ADD A COUPON**

## MEMBER PORTAL - EDIT / VIEW PROFILE

HOME PAGE

**GEORGE W WAUGH**

EDIT MY PROFILE

Please do not change Profile Relation Types.

If you need to submit a notice of death, please contact JD Foster at [jfoster@mcleague.org](mailto:jfoster@mcleague.org)

Edit profiles related to: *Click on "Me" to also see your Detachment*

Me

Me

1025 GEN LARRY OPPENHEIMER

**SELECT "Me" TO EDIT / VIEW YOUR PROFILE**

**SELECT "DETACHMENT" TO EDIT / VIEW ALL PROFILES**

**ONLY USE ONE OF THESE TWO ENTRY POINTS**

# MCL DATABASE DETACHMENT LEVEL USER

## MEMBER PORTAL - FIND A MEMBER IN LIST

EDITABLE: PROFILES RELATED TO 1025 GEN LARRY OPPENHEIMER Add New Profile

Profile		
JOEL WILSON		
<input checked="" type="checkbox"/> MAIN CONTACT		
<input checked="" type="checkbox"/> EDITOR		
<input checked="" type="checkbox"/> RECEIVES COMMUNICATION		
<input type="checkbox"/> BILLING CONTACT		
Relation Type (DO NOT CHANGE)	Voting Member	
Title (DO NOT CHANGE)	COMMANDANT	
DAVID YURKOVICH		
<input type="checkbox"/> MAIN CONTACT		
<input type="checkbox"/> EDITOR		
<input checked="" type="checkbox"/> RECEIVES COMMUNICATION		
<input type="checkbox"/> BILLING CONTACT		
Relation Type (DO NOT CHANGE)	Voting Member	
Title (DO NOT CHANGE)	Life Member	
JOHN J BYRNES		
<input type="checkbox"/> MAIN CONTACT		
<input type="checkbox"/> EDITOR		
<input checked="" type="checkbox"/> RECEIVES COMMUNICATION		
<input type="checkbox"/> BILLING CONTACT		
Relation Type (DO NOT CHANGE)	Voting Member	
Title (DO NOT CHANGE)	Life Member	

*Once list appears suggest you change to 50 members per page first for a faster lookup. Note names not listed in any specific order.*

*Scroll to bottom of list to change the number per page.*



**DO NOT CLICK / ENTER / CHANGE INFORMATION THESE AREAS**



## MEMBER PORTAL - FIND A MEMBER IN LIST

SEARCH BOX

**PRESS CTRL KEY + F BUTTON / BOX APPEARS AT TOP OF PAGE / TYPE NAME TO SEARCH FOR / PRESS ENTER**

*Note, only searches on page you are on. See bottom of member list to change pages. Suggest you change to 50 members per page for a faster lookup.*

**KENNETH N FAIN**

- MAIN CONTACT
- EDITOR
- RECEIVES COMMUNICATION 
- BILLING CONTACT

Relation Type (DO NOT CHANGE)

Title (DO NOT CHANGE)

**DO NOT CLICK ON OR CHANGE ANYTHING IN THIS AREA**

**CLICK PROFILE UPDATE**

**NEVER CHANGE A MEMBERS PROPER NAME / USE TRANSMITTAL + PAPERWORK  
NEVER CHANGE THE DETACHMENT NAME / NAME IS A LEGAL REGISTERED IDENTITY**

# MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

## MEMBER PORTAL

KENNETH N FAIN

General Information

Additional Addresses

Additional Phones

Additional Email  
Addresses

Social Media

Update Your Preferences

### GENERAL INFORMATION

PREFIX

FIRST NAME

MI

LAST NAME

SUFFIX

REPORT NAME

PERSONAL TITLE

ADDRESS 1

CITY

STATE/PROVINC

ZIP

ZIP EXT

OVERLAND

KS

66210

1706

**A CURRENT DETACHMENT ROSTER CAN BE REQUESTED FROM THE DEPARTMENT COMMANDANT AT ANYTIME UPON REQUEST YOU DEPARTMENT WILL SEND YOU ONE QUARTERLY**

*At this time, you cannot print a Detachment Roster from the Member Portal*

**YOU SHOULD ALSO UPDATE YOUR LOCAL EXCEL ROSTER FOR BACKUP**

**YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL OF YOUR TRANSACTION**

**MAKE YOUR CHANGES IN ALL CAPS SO PRINTOUTS ARE UNIFORM, CONSISTANT AND EASY TO READ**

**IF YOU HAVE MADE ANY CHANGES TO A PROFILE SELECT SAVE AND SUBMIT AT BOTTOM OF WINDOW**

Save and Keep Working

Save and Submit

Cancel



**IF A MEMBER'S PROPER NAME NEEDS TO BE CHANGED SUBMIT VIA TRANSMITTAL + PROPER PAPERWORK**

**DO NOT ADD OR CHANGE NAMES TO NICK NAMES, ex Doc**

## MEMBER PORTAL - EMAIL VERIFICATION OF DATA CHANGED

**From:** [info@mcleague.org](mailto:info@mcleague.org)

**Date:** April 8, 2021 at 5:52:41 PM CDT

**To:**

**Subject:** Profile Change Request for KENNETH N FAIN

Thank your for submitting changes to your profile. The time you took will help us maintain accurate data. The changes are not immediate. Please allow our staff a few days to review the changes.

## MEMBER PORTAL - VIEW PROFILE FOR DETACHMENT

HOME PAGE

**GEORGE W WAUGH**

EDIT MY PROFILE

MCL MEMBER LEVEL  
MEMBER WITH A PASSWORD CAN  
VIEW ONLY THEIR DATA

Please do not change Profile Relation Types.

If you need to submit a notice of death, please contact JD Foster at [jfoster@mcleague.org](mailto:jfoster@mcleague.org)

Edit profiles related to:

Me

Me

1025 GEN LARRY OPPENHEIMER

Profile

1025 GEN LARRY OPPENHEIMER

MAIN CONTACT

EDITOR

**ONLY VIEW THE INFORMATION IN THIS AREA**  
**IF CHANGES NEED TO BE MADE SUBMIT THEM**  
**TO YOUR DEPARTMENT PAYMASTER**

# MCL DATABASE DETACHMENT LEVEL USER

## ROSTER AVAILABLE FROM YOUR DEPARTMENT UPON REQUEST

*The Detachment Roster still be sent quarterly by Department plus upon request.*

As of: 04/09/2021      Division: MWDIV MIDWEST DIVISION      Department: KS DEPARTMENT OF KANSAS  
Detachment: 1025 GEN LARRY OPPENHEIMER      Detachment ID: 19775

Profile ID	Member	Address	City	St	Zip	MemberID	Life Number	Life Join Date	Mbr Since	Paid
20772	DENIS ARMSTRONG	22059 W 271ST ST	PAOLA	KS	66071-9303	184572			04/01/2003	Y
20774	WILLIAM C BAILEY	13914 W. 73RD STREET	SHAWNEE	KS	66216	332340	58632	06/30/2014	06/27/2013	Y
20775	DONALD J BEARY	9406 FALCON RIDGE DR	LENEXA	KS	66220	231318	64866	08/03/2020	04/26/2018	Y
20776	MAX BEERUP	8836 N LOCUST	KANSAS CITY	MO	64155-2525	184829	39598	04/20/2004	04/01/2003	Y
20757	KENDRA BOLEJACK	10236 W 96TH TERRACE	OVERLAND PARK	KS	66212-2219	332339			06/27/2013	Y
20778	DAVID BROWN	22772 BEGFORD RD	STILWELL	KS	66083-9189	352830			06/07/2017	Y
20779	WILLIAM E BURGETT	9108 ENGLAND ST	OVERLAND PARK	KS	66212-3931	157587	48636	08/28/2007	03/02/2003	Y
20780	PRESTON E BURRIS	4040 S. JACKSON DR. APT 106	INDEPENDENCE	MO	60457	173699	41696	11/30/2004	03/02/2003	Y
20781	JOHN J BYRNES	11305 W 59TH TERRACE	SHAWNEE	KS	66203-2776	200582	62252	04/26/2018	06/01/2005	Y
20782	CHARLES H CAMMACK	7911 DARNELL DR	LENEXA	KS	66215-6121	174858			09/02/1999	Y
20783	JOYCE L CAMPBELL	8101 SANTA FE DR APT B202	OVERLAND PARK	KS	66204	132398	19290	05/25/1999	05/01/1999	Y
20784	RICHARD K CAMPIN	4501 W 71ST ST	PRAIRIE VILLAGE	KS	66208	346064			01/07/2016	Y

**Paid: 88**

## NEW- EACH MEMBER / DETACHMENT / DEPARTMENT / DIVISION HAS A PROFILE ID IN THE NEW SYSTEM

A **PROFILE ID** IS A **UNIQUE IDENTIFIER CODE** IN THE MCL INFORMATION SYSTEM DATABASE + CURRENT MCL NUMBER AND LIFE MEMBER NUMBER

THE **PROFILE ID** WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM & USED ON ROIS AND TRANSMITTALS