

PROCEDURES

MARINE CORPS LEAGUE INFORMATION SYSTEM

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
- 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.

MCL DATABASE DEPARTMENT LEVEL USER

DETACHMENT COMMANDANT REGISTRATION PROCEDURES

- 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.
- 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

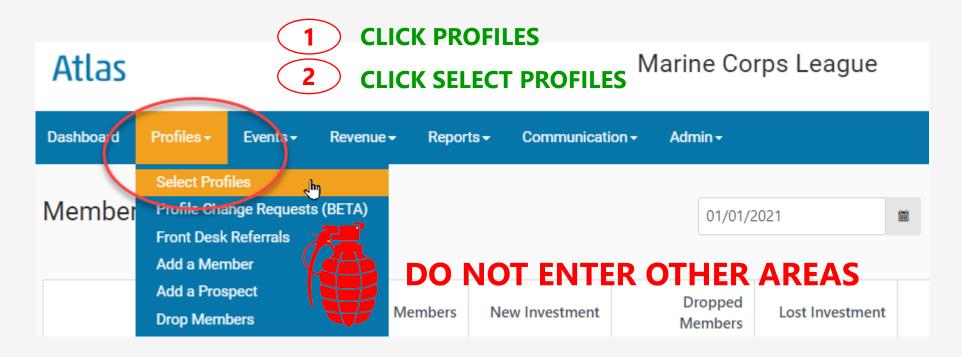
USE THE INFORMATION YOU RECEIVED FROM NATIONAL HEADQUARTERS TO LOGIN

National Marine Corps League	
Login	
Username	
Username	
Password	
Password	
☐ Remember	My Login
Login	
Forgot your pas	sword?

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.

EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY



EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

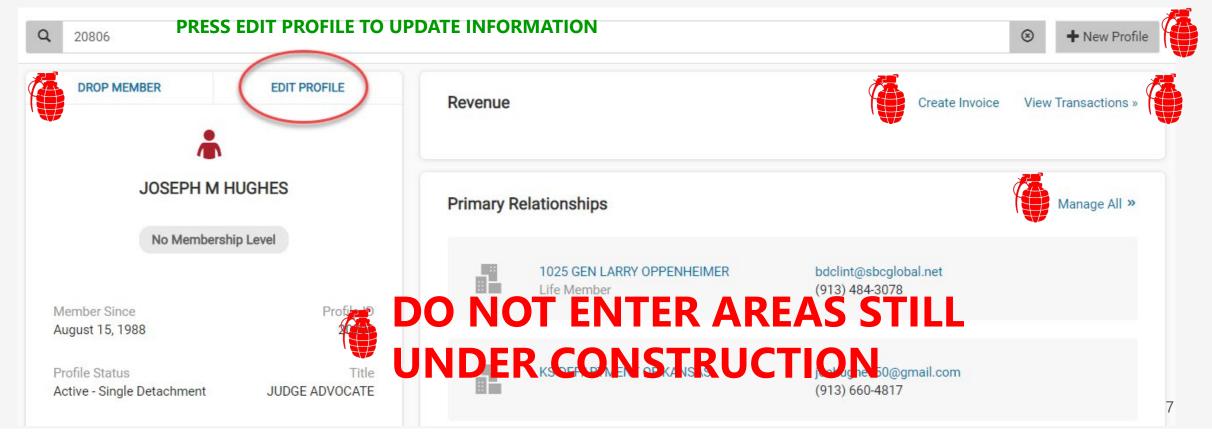
Atlas

Profiles -Dashboard Events -Revenue -Reports -Communication -Admin -**SCROLL LIST CLICK ON NAME** Hughes **ENTER PROFILE ID OR NAME** 20806 269 CHESTY PULLER EDMUND A HUGHES JR (7290) 3832 HUDSON DR 1025 GEN LARRY OPPENHEIMER JOSEPH M HUGHES (20806) STOW, OH 44224 8021 HALL STREET LENEXA, KS 66219 825 1775 PATRICIA E HUGHES MACE (29534) 117 VIRGINIA AV Click the search icon for more results. AUDUBON, NJ 08106 FIUILE IIIIU 1253 KANKAKEE JERRY L HUGHES SR (2211) Profile Info 13283 E 2500 S RD Billing PEMBROKE TOWNSHIP, IL 60958 DO NOT ENTER OTHER AREAS Member A Select... 1165 CPL JOHNNY A WILLIAMSON DANA THUGHES (16080) 6831 ABIGAIL DR Affiliation Codes TRINITY, NC 27370

Marine Corps League

ONLY EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

SCROLL TO VIEW MEMBER PERSONAL INFORMATION



ONLY EXISTING MCL MEMBERS ALREADY IN THE DATABASE ONLY

