# Account + Settings Information

Once you have set up your basic profile, you can take full advantage of the CSAWWA Member Portal. You can post job openings in the Career Center, register for events and find misplaced event receipts, you can even store your CEU certificates regardless of where they came from. This gives our members a stable repository for these valuable documents.

To get started, In the upper right corner of the Profile pages, select Welcome, Name Dropdown > Account + Settings.
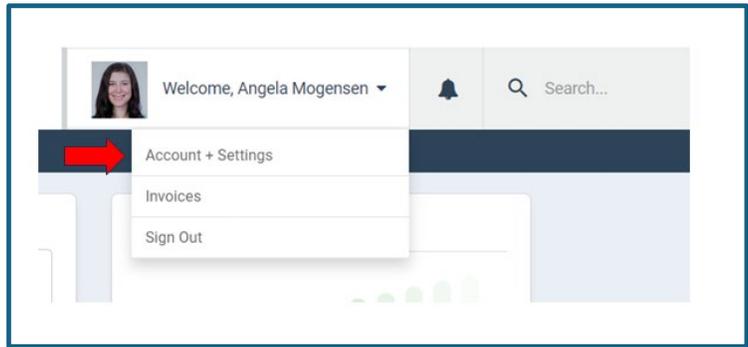
Profile Tab

Here you will be able to view your account information and make changes as to what is visible on your profile.
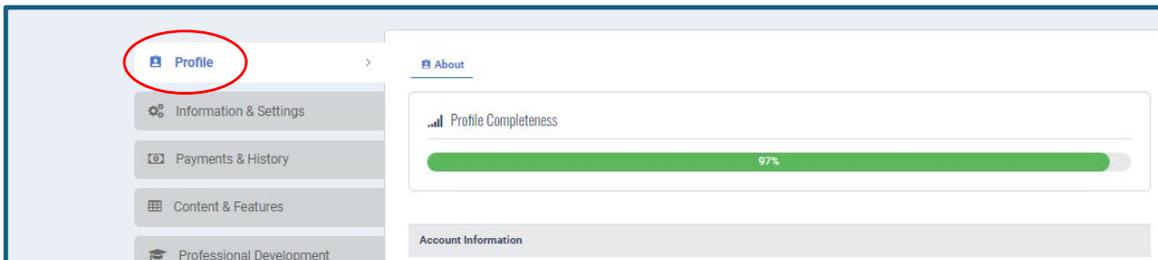
Please note you can only update your nickname and change your password in this database. All contact information comes from your AWWA membership renewal and cannot be updated at the section level. If you need to update your contact info, you can login to your AWWA account here: **awwa.org**

The red icons (person or lock) indicate which items are visible to other members. You can change this by clicking the icon.
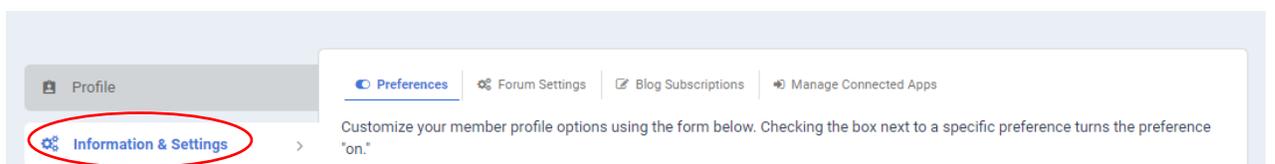
  Visible only to other members

  Private – not visible in profile

When changing any icons, remember to select Save Changes.

Information & Settings Tab

Here you can update your email preferences and manage connected social media apps.

Preferences Subtab
Update your email preferences by checking the on/off box next to a specific preference.
  Select Save My Settings after any changes.

Manage Connected Apps Subtab
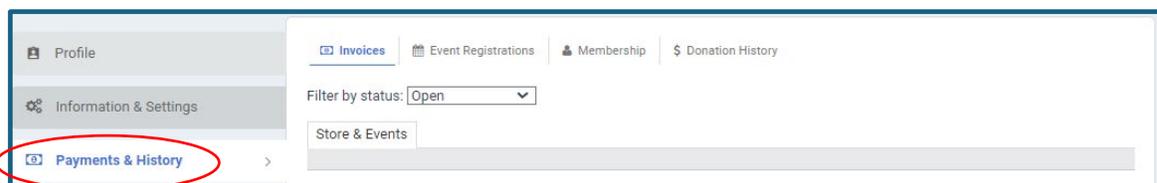Here you can access the social media apps that you have connected to your account.

Forum Settings and Blog Subscriptions Subtab
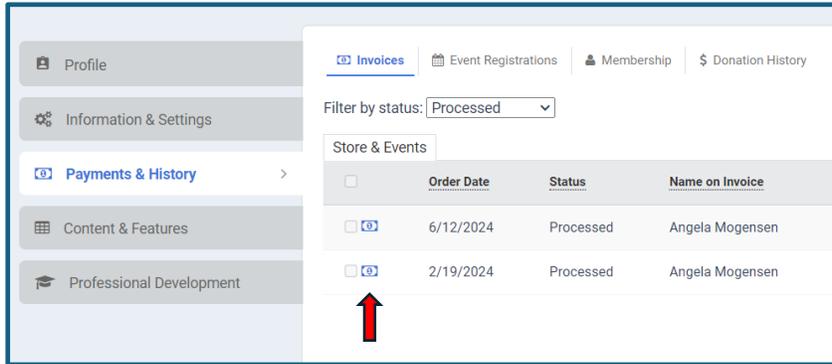Currently these features are not active

Payments & History Tab

From this tab you can view invoices, event registrations, print receipts, and view your membership expiration date.

Invoices Subtab

Print a Receipt from an Event

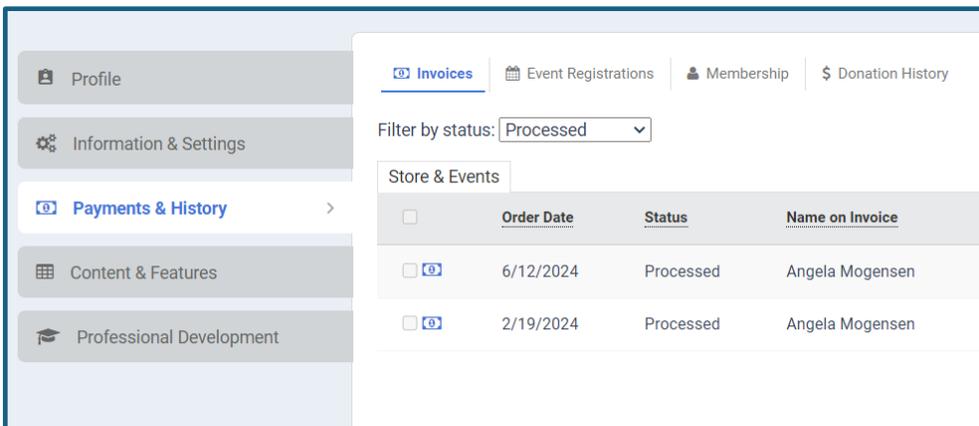In the Filter by Status dropdown, select Processed.

Select the money icon (View/Print Invoice) by the event to print a receipt.

You can also go directly to Invoices from the Welcome, Your Name Dropdown.

Event Registrations Subtab
You can view upcoming and past events that you have registered for.

Membership Subtab
You can view your membership expiration date.
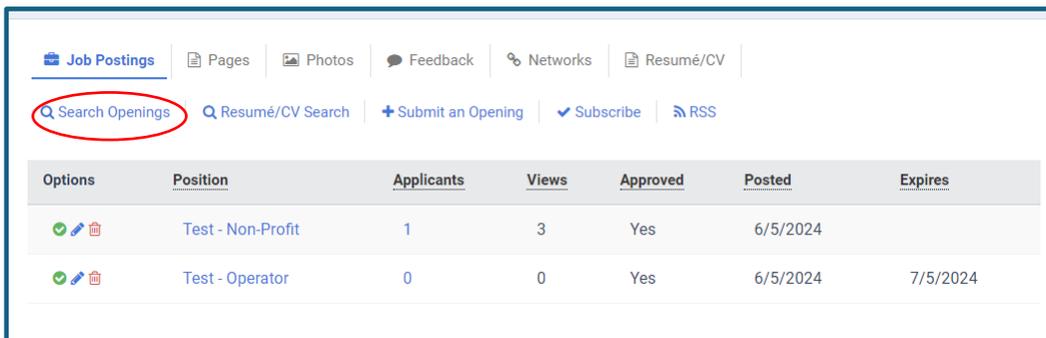*Please note that memberships cannot be renewed through CSAWWA and must be done through AWWA.*

Donation History Subtab *(inactive)*

Content & Features Tab

Here you can submit an opening for a job, create a resume/CV, search job openings, create pages on your profile, upload photos, and add other social networks to your profile.


Job Postings Subtab

Any job that you have submitted for posting will be visible on your Job Postings landing page.

Select **Search Openings** to be taken directly to the Search for Openings page of the Career Center in the Member Portal.

Select **Resume/CV Search** if you'd like to search all the available, posted resumes that have been entered/uploaded by members. *Please note that members have the option to hide their resume from searches.*
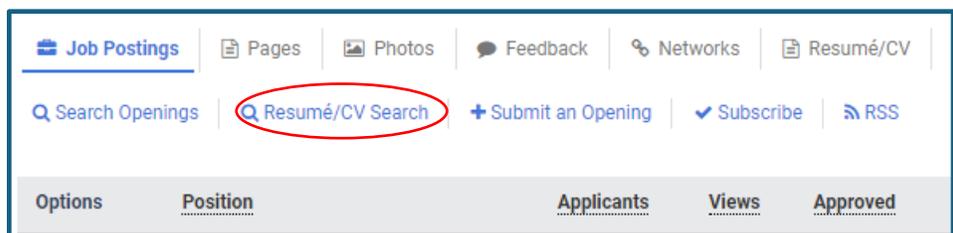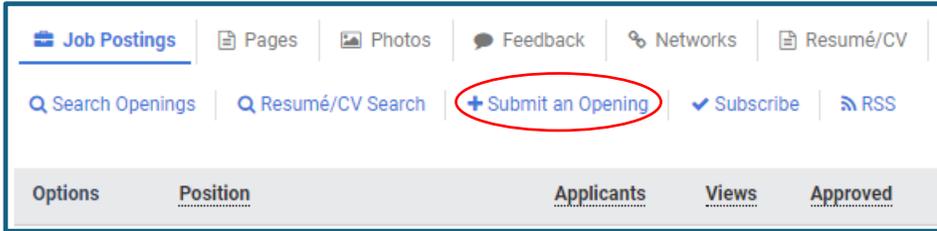
Select **Submit an Opening** if you would like to submit a job opening. Once the job opening is approved by CSAWWA, it will be posted in the Career Center. *Please note that only members may submit openings, but anyone can view and apply to a posting.*

Select **Subscribe** to receive an email alert when a new opening is posted. Select the categories to which you want to subscribe.
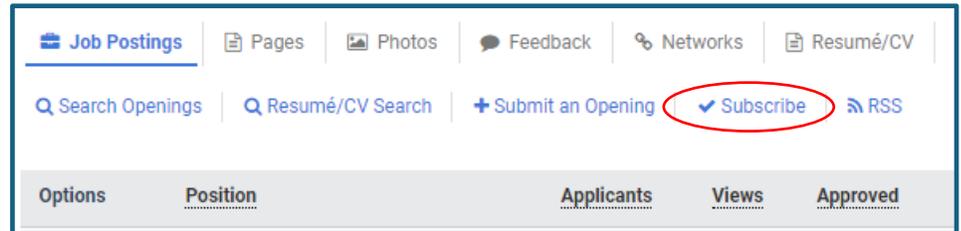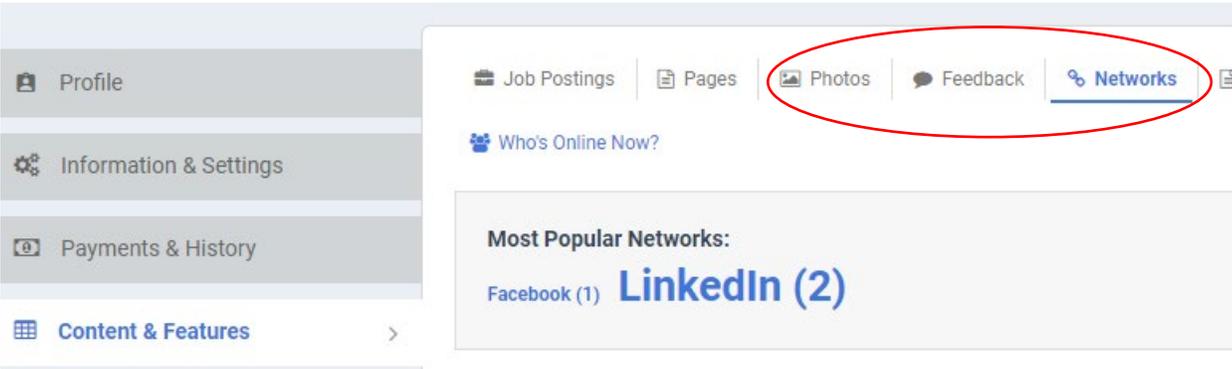

Pages Subtab

Here is where you can create your own Pages that link to your profile (e.g., company profile, highlight a product/service, hobbies page, etc.).
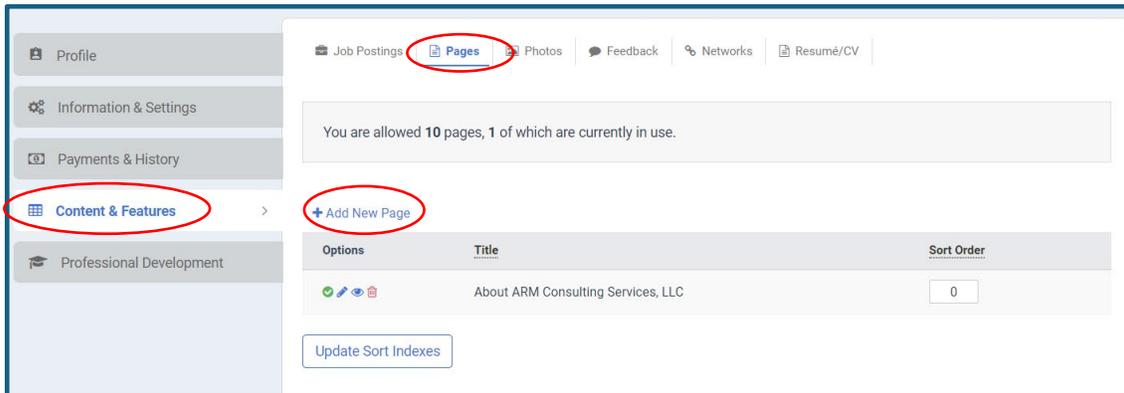
You are allowed up to 10 pages.

Select +Add a New Page to create a new page.

Photos Subtab

Here is another way to upload and manage your photos.

Feedback Subtab *(inactive)*

If you have any feedback or questions about the system, please contact us at support@csawwa.org
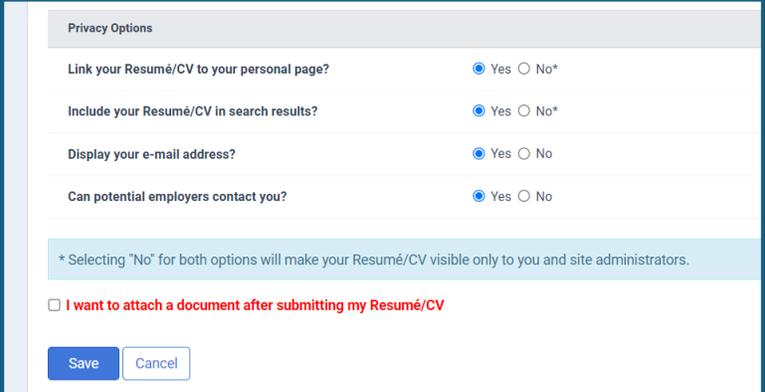
Networks Subtab

Here you can add social/business networks to your profile.

Resume/CV Subtab

Here is where you can create/upload your own resume (members only).

Once you've completed the required information, you will be able to control who can view your resume, as well as upload a more formal CV.

If you choose not to link your resume to your personal page or allow it to be searched, only job posters will be able to view it if you apply for their job via the online system.

Professional Development Tab

Currently we are not awarding CEUs from event/webinar attendance through the system. However, you can upload any electronic or scanned certificates you may receive from us or any other association.

Adding a Certificate

1. Select Add Entry.

2. Mark No for Is this entry for a Certificate Program?

3. Select CEU for Credit Type.

4. Select Entry Date.

5. Write a description for the entry – name of the session, seminar, etc.

6. Enter how many credits were earned.

7. Choose a date well past when your next submission deadline is.

8. Leave Score and Activity Code blank.

9. Choose File to upload the certificate.

10. Submit.