



Creating Your Account

1. On the right side of the screen, under the headline **New to the Online Portal?**, click

Create Account

2. You will be asked:

A screenshot of a web form titled "What type of profile would you like to create?". Below the title is a dropdown menu with four options: "Individual applicant", "New Organization/Project/AAUW branch", "Individual applicant registering under a previously registered Organization/Project/AAUW branch", and "Reviewer applicant". The "Individual applicant" option is currently selected and highlighted in blue.

What type of profile would you like to create?

Individual applicant

New Organization/Project/AAUW branch

Individual applicant registering under a previously registered Organization/Project/AAUW branch

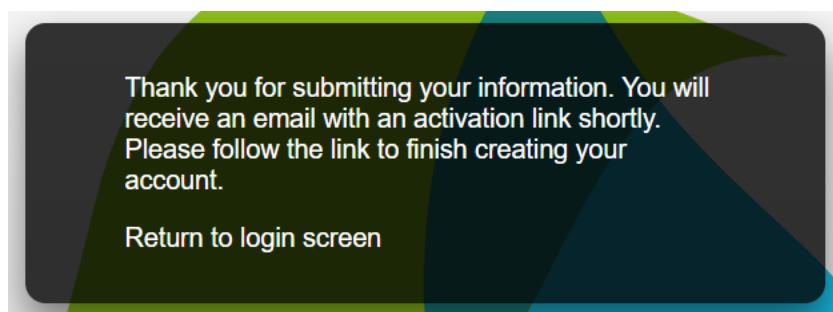
Reviewer applicant

If you are applying for yourself, select **Individual applicant**.

If you are applying on behalf of your organization, select **New Organization/Project/AAUW branch**.

Fill out the requested information and when you are done, click **Submit Request**

3. The portal will then prompt you with this message:



4. Follow the instructions in the email to create your password.

You have officially created an account!

You can now sign in with your email and created password.