

Creating an AAC&U Member Account

Since your institution has an institutional membership that covers all administrators, faculty, staff and students on campus, please take a moment to make sure that you have a member account.

Step 1: Confirm first that you do not already have an account in our database. Click [here](#) where you can search for your account. If you may have an account with a prior institution, search for that as well. You can also reach out to the membership team at memberservices@aacu.org or 202-387-3760 (press 1).

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Find My Account

You must complete fields ending with *.

Account Search

Please enter the information below and click submit to see if you already have an account.

Last Name *

First Name

Email *

SUBMIT

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Step 2: Once you confirm that you do not have an account, you can create a member account. Click [here](#) and complete the form.

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Create My Account

You must complete fields ending with *.

My Contact Information

First Name *

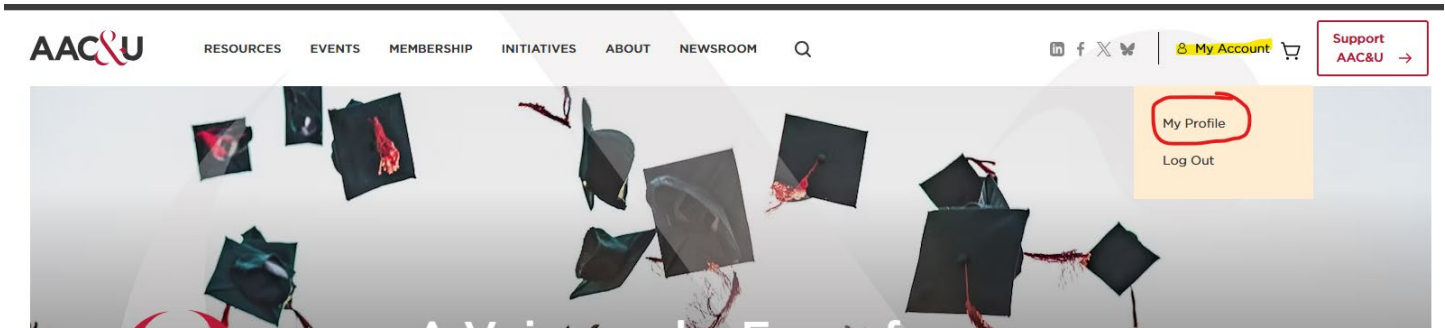
Last Name *

Title *

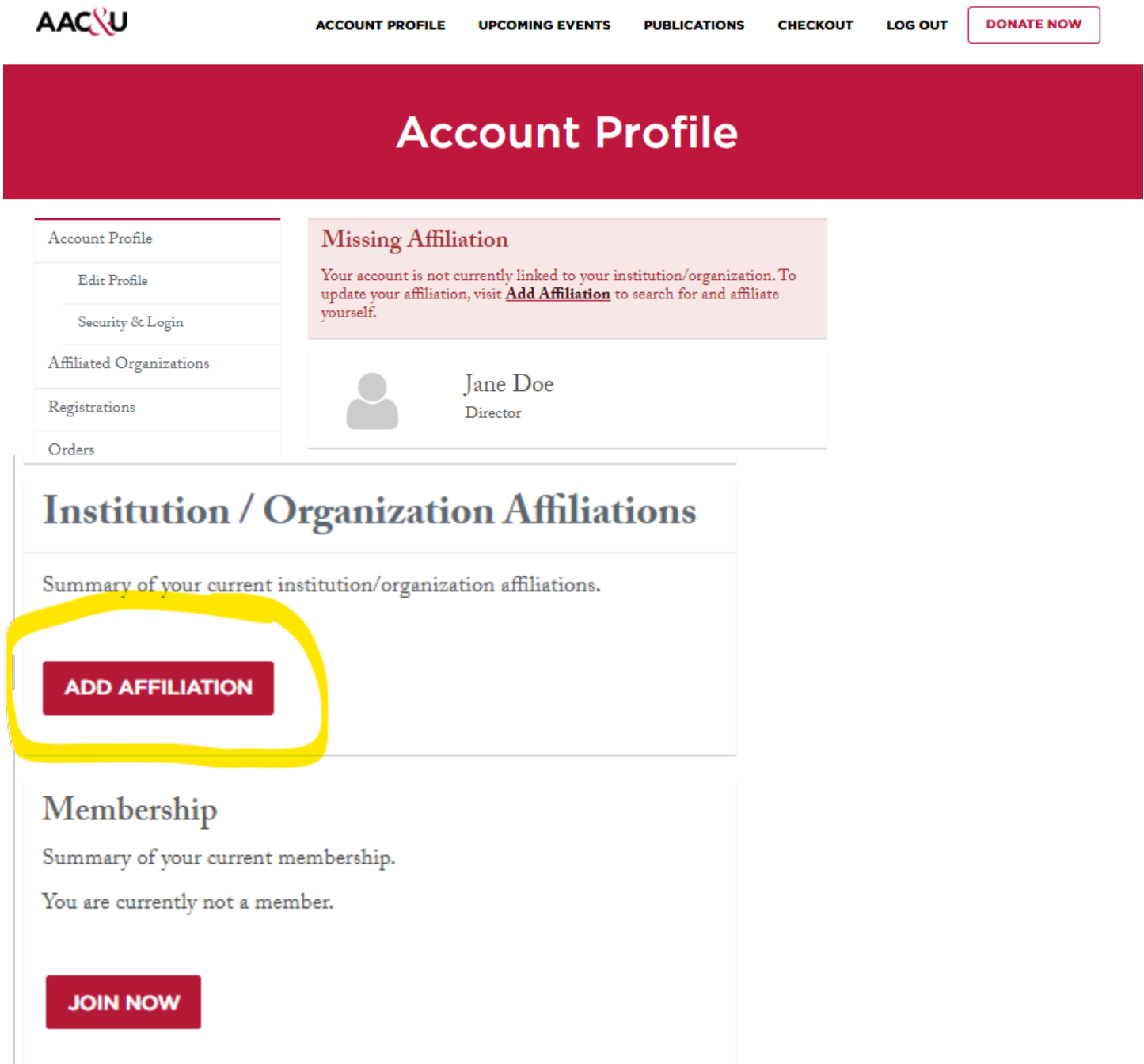
Account Phone *

Mailing Street *

Step 3: Once your account has been created, click on “My Account” and then “My Profile” - see below.



Step 4: You will need to affiliate your account with your institution by clicking on “Add Affiliation” so you will receive the member benefits. This is a very important step!



Step 5: Once the affiliation process is complete, you will see that you are part of the institutional membership and now have a member account.

Institution / Organization Affiliations

Summary of your current institution/organization affiliations.

Primary Affiliation

University of Richmond

(804) 289-8100

<http://www.richmond.edu>

MY AFFILIATIONS

Membership

Summary of your current membership.

Member	Yes
Member Type	Institution Membership
Balance	\$0.00
Join On	1/1/1915
Member Thru	6/30/2026

Step 6: If you have any questions or need any assistance during the account creation process, contact the membership team by emailing memberservices@aacu.org or calling 202-387-3760 (press 1).