

Association of Oncology Social Work AOSW Member Section Instructions

Welcome AOSW Members!

We are pleased to provide our members with a new Members Section of the AOSW website.

Central to its new design is the ability to self-manage your member profile. Our goal is to deliver the most up-to-date directory listings, more features and information for members, and a faster, more convenient way to renew your AOSW membership.

Password

To access the Members Section, enter your Member Number as your UserID. Your initial password will be your Last Name (up to the first 10 characters). You can change your password whenever you choose by following the "Change your member profile or password" link on the main page of the Members Section. We suggest that you change your password the first time you access the new AOSW Members Section. To insure security, choose a password that is between 6 and 10 characters in length. The most secure passwords contain both alphabetic characters and numbers. Remember that your password is case sensitive, so "MyPwd23" is different from "mypwd23".

Lost Password Lookup

If you mis-type or forget your password, your login attempt will fail and you will be returned to the login screen to try again. Remember that your password is case sensitive, so "MyPwd23" is different from "mypwd23".

If succeeding attempts continue to fail, follow the "Look-up lost Password?" link. You will be asked to enter your email address to send the form. You must use the email address you used on your most current membership application form. Your password will be immediately emailed to you. If you do not receive an email containing your password within an hour, please send us an email explaining that you cannot access the AOSW Members Section. The email message should contain your Full Name and Address. Include your AOSW Member Number, if you have it available. Your email message should be sent to info@aosw.org or call the AOSW Office at 215-599-6093.

Member Profile

At any time you can change most of the information in your Member Profile by following the "Change your member profile or password" link on the main page of the Members Section and then selecting the "View or change your Member Profile information" link on the Member Profile Administration page.

Online Membership Renewal

You can quickly and easily renew your AOSW Membership online, by following the "Renew your AOSW Membership" link on the main page of the Members Section. Since you will be logged in to the Members Section at that time, your Member Profile information will pre-populate most of the Membership Application Renewal form, saving you time and reducing the possibility of entry errors. For your additional convenience you may change most of the pre-populated information fields when completing the Renewal form if your profile information has changed. Since we must first process your renewal payment, you should also make any changes to your online Member Profile information that you made within the Renewal form (See Member Profile, above).

Online Member Directory Listing

At any time you can change your online Member Directory listing or, to maintain greater privacy, choose not to be listed in the online Member Directory. This can quickly be accomplished by changing your Member Profile (See Member Profile, above). Just follow the "Change your member profile or password" link on the main page of the Members Section and select "View or change your Member Profile information" on the Member Profile Administration page.

If you have difficulty with any of these new features, please email your questions to info@aosw.org or call the AOSW Office at 215-599-6093.