1. Member Profile

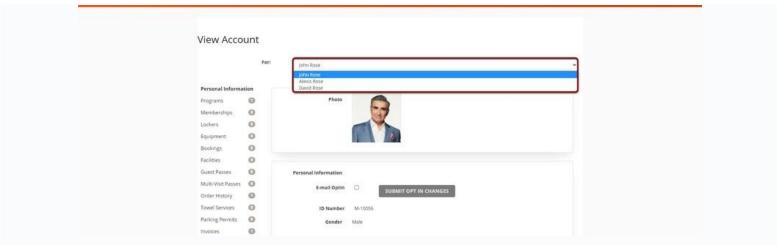


Students, CU/BC/TC Faculty & Staff and Retirees: Sign in by selecting "Click Here to sign in with your Columbia UNI"

Affiliates from JTS and UTS: Sign in by selecting "Click Here to sign in with your Columbia UNI" **Alumnus and all other affiliate members**: Enter your email that you used when signing up for a membership in the "Email or Username" field. If unsure of password, select "Trouble signing in" to recover your account.

After the member has logged into the Member Portal, they can select their username/photo (in the top-right hand corner) to open their Member Profile.

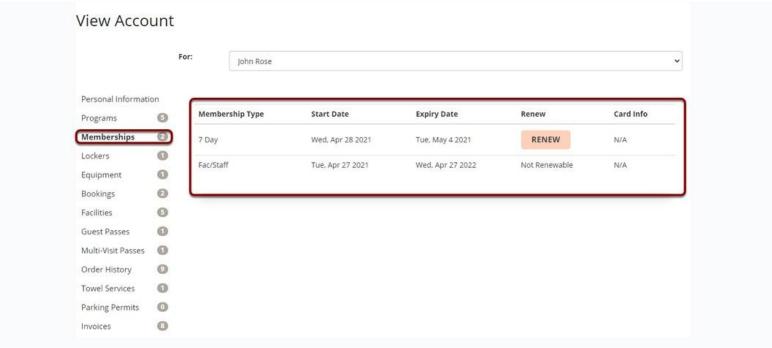
2. Select Family Member



As a Head of Household you can select the "For" drop down menu to select the member from this family that you want to review.

- 1. Personal Shopping Cart for in-process purchases.
- 2. Notifications Area.

3. Family Memberships

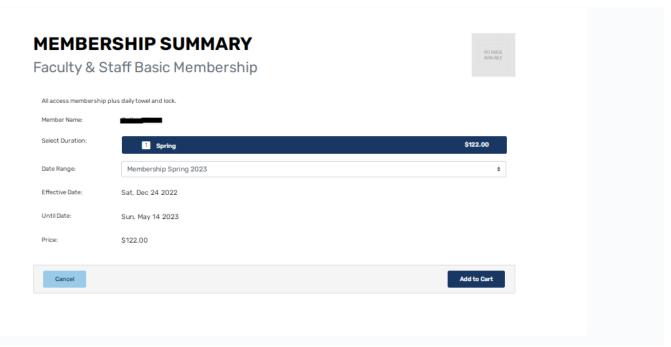


Memberships Tab

This window will display the Membership Type, Start Date, Expiry Date, and Renewal Status. Make sure the "For:" section is selected to the correct family member that you are renewing. Find the membership that you are interested in renewing, and click "Renew"

NOTE: The Primary or Head of Household member MUST have an active membership for the term in which you are renewing for the family member. You may have to complete the membership renewal process for the Primary Member before you are able to renew a family member. This may have to be completed in two transactions.

4. Adding to Cart



Spring should automatically be selected for Duration. Click to select Click "Add to Cart"

5. Sign the facility access waiver

6. Checkout

Click "Checkout" and follow the prompts to complete payment of your transaction