

How to Login and Update Your Profile on the American Inns of Court Website

As a member of the American Inns of Court, you can access great content to help you make the most of your membership experience. We have numerous resources and features that are open to browse on our website including:

- [About the American Inns of Court](#)
- [Awards and Scholarship Information](#)
- [Mentoring Resources](#)

Similarly, there are some content items that are members-only including:

- Ordering programs from the [Program Library](#)
- Accessing the national [Member Directory](#)
- Reading online issues of [The Bench®](#)

The key to accessing the members-only information is having your up-to-date email address on file with the national office of the American Inns of Court. When your membership record is established in the national database, a member account is automatically created that allows you to access members-only content.

How do I login to the website?

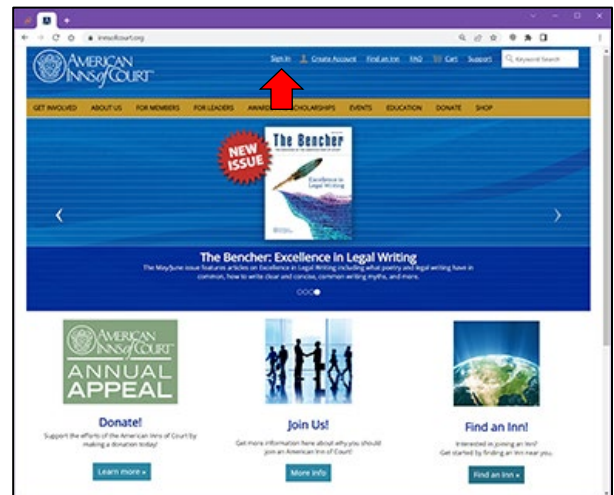
1. Navigate to the American Inns of Court website www.innsocourt.org.
2. Click **Sign In** at the top of the page.
3. Enter your username (email address) and password.
4. Check the **Remember Me** box to have the system remember your information.
5. Click **Sign In**.

What is my username?

Your e-mail address in your member record serves as your username to login to the website.

How do I get a password?

1. Navigate to the American Inns of Court website www.innsocourt.org.
2. Click **Sign In** at the top of the page (See figure at right).
3. If you have never visited the website or have forgotten your password, click **Forgot My Password**.
4. Enter your email address as your username and click **Submit**. A system-generated password will then be sent to the email address in your member record. If you request your password but do not receive it within a few minutes, please check your email spam folder. If you do not receive the email with the system-generated password, please [send us an email](#) or call the national office at (703) 684-3590.



If you receive the following error message: “We could not find your information in our system” please try a different email address. If you continue to receive the error message, please [send us an email](#) or call the national office at (703) 684-3590. We may simply need to update your e-mail address in our database.

How do I update my national profile and contact information?

Once you are logged in, click on **Hi, (First Name)** at the top of the page.

On the **About Me** tab, you can edit: Name, Contact information, Profile information, Address, and Social profiles.

- To edit any section, click the pencil icon:
This will allow you to add or edit information.
- Click **Save** to save changes.

On the **Meetings and Events** tab, you can view national events for which you are registered. Click the View Registration link for details. Click the arrow next to Event Registration History to see past events to which you were invited.

On the **Finances** tab, view any outstanding invoices from the national organization, Recent Transactions, and Donation History. Click the Pay link to pay an outstanding invoice. Click the title of an invoice to download a copy of the invoice or receipt.

On the **Committees** tab, view your current and past national committee memberships as applicable.

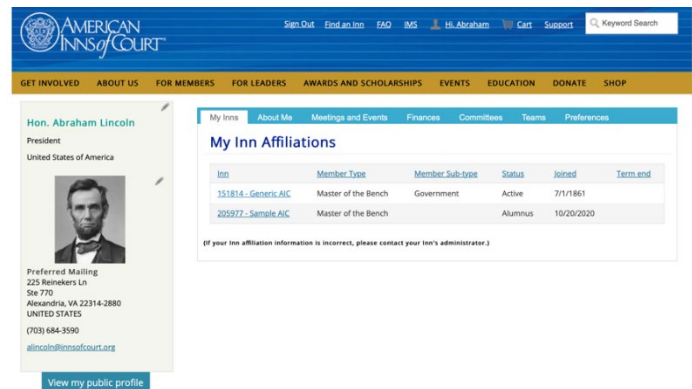
On the **Preferences** tab, you can change your password and manage your communication preferences.

How do I access the Program Library?

1. Once you are signed in, navigate to the **For Members** page and then to the **Program Library** page.
2. Click on the **Online Program Library** button in the upper right corner.
3. Search for any program by keyword or program number.
4. Once you have completed your order of programs from the library, you will receive a confirmation email containing a link to download the program materials.

If you have any questions or need any assistance, please [send us an email](#) or call the national office at (703) 684-3590.

Thank you for making the most of your American Inns of Court membership.



ONLINE PROGRAM LIBRARY
Member log-in required.