



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

www.innsofcourt.org

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 Foundation](#)
- [Awards and Scholarship Information](#)
- [The Model Mentoring Program](#)

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

- Ordering programs from the [Program Library](#)
- Accessing the national [Member Directory](#)
- Updating your member profile

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

What is my User name?

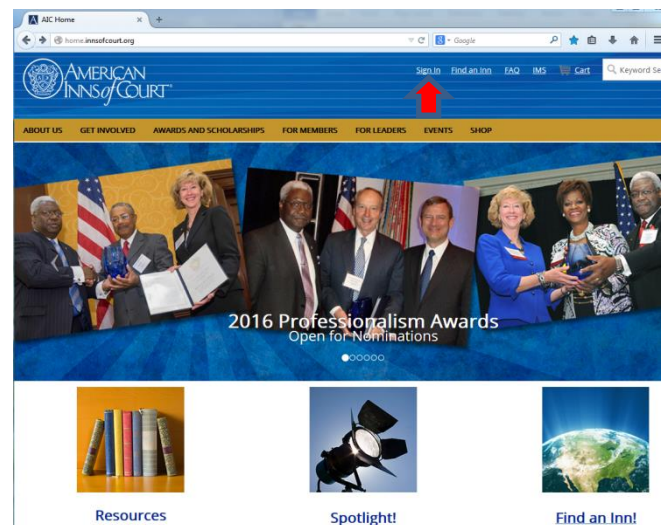
Your email address serves as your user name to log in to the website. If your email address is changed in the database, the new email address will become your username.

How Do I Get a Password?

1. Navigate to the American Inns of Court website home.innsofcourt.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**

When you do, a system-generated password will be sent to the email address in your member record. If you request your password but do not receive it within 24 hours, please contact the national office at (703) 684-3590.

You may receive the following error message: "We could not find your information in our system." If you receive this message, please contact the national office at (703) 684-3590. In order to correct this problem, we simply need to update your email address in our database.






How do I Log into the Website?

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

How do I Update My Account 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 **My Participation** tab, you can view: Communities, Committees, Open invoices, Upcoming National Event Registrations, Recent Transactions, and Donation history. You can also print statements for any open invoices.

On the **Preferences** tab, you can change your password.

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 
Member log-in required.
3. Search for any program by keyword, topic, program number, or material type.
4. Once you have completed your order of programs from the Program Library, you will receive a confirmation email containing a link to download the program materials. If the materials contain large files or video, they will be shipped to you within 24 hours.

If you have any questions or need any assistance, please contact the national office at (703) 684-3590. Thank you for making the most of your American Inns of Court membership.