



# My CoSN Manual

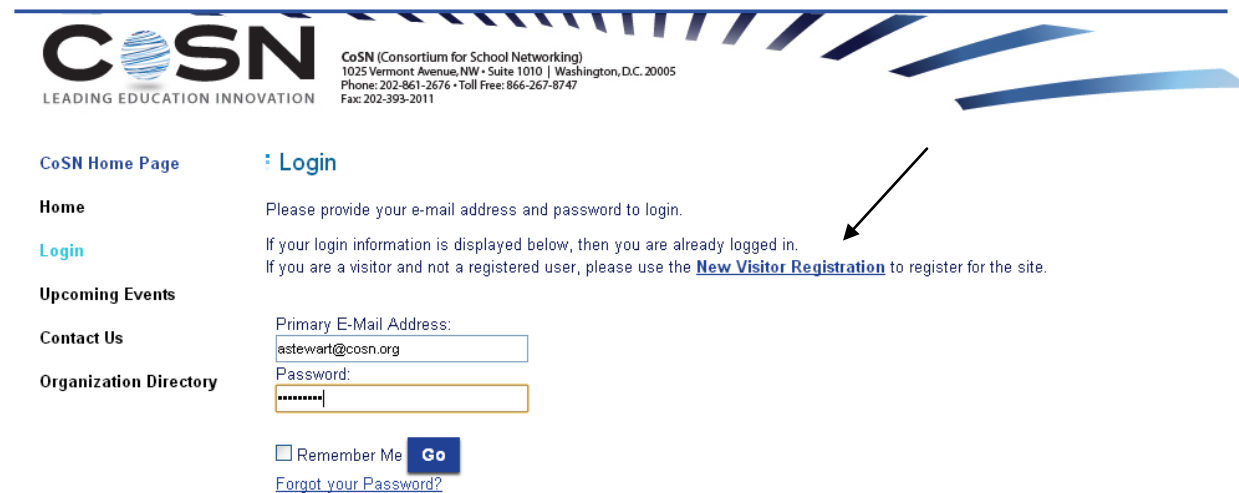
Updated January 15, 2016

## Getting started with your CoSN account

To login go to your member profile go to **cosn.org**



To login enter your email address and password. If you are cannot access your account please contact Jacqueline Niederman- [jniederman@cosn.org](mailto:jniederman@cosn.org). For new users create an account by selecting **New Visitor Registration**.



## CoSN Profile Guidebook

Select **My Information** in the left hand column. Your information should be listed. Please update any information that is listed incorrectly. Then click your organization link.

### My Information

Click on the edit link below to modify your information.

**Miss Alyson Stewart**

Customer ID: 004230

Profile Information | [ [Edit/View Information](#) ] [ [Change Password](#) ]

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Miss Alyson Stewart  
Membership Coordinator  
Consortium for School Networking  
1025 Vermont Ave NW #1010  
Washington , DC 20005

**Phone:** (202) 558-0059

**Fax:** (Not available)

**E-mail:** [astewart@cosn.org](mailto:astewart@cosn.org)

**Web Site:** (Not available)

Organization Information

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**[Consortium for School Networking](#)**

1025 Vermont Avenue, NW  
Suite 1010  
Washington, DC 20005

**Web Site:** <https://www.cosn.org>

Have you changed your organization, or is this not your organization? [Click here](#).

Linked Organizations Information

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You are the primary contact for the following organizations. Click on the name to view organization's information.

*(This information is not available)*

Are you the primary contact for an organization that is not listed above? [Click here](#).

E-mail Opt Out

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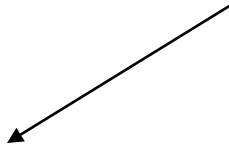
Would you like to change your email opt out settings? [Click here](#).

**Add your leadership team.** If you are listed as the organization **primary contact**, you are able to update your membership records by adding and deleting members. If you would like to be listed as your organization's primary contact please contact [Jacqueline Niederman- jniederman@cosn.org](mailto:jniederman@cosn.org). You can edit your membership list by selecting **Manage Org Individuals**.

### Organization Information

Organization information is presented below:

**Consortium for School Networking**  
Customer ID: 221739



Profile Information | [ [Edit/View Information](#) ] [ [Manage Org Individuals](#) ]

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Consortium for School Networking  
1025 Vermont Avenue, NW  
Suite 1010  
Washington, DC 20005

**Phone:** *(Not available)*  
**Fax:** *(Not available)*  
**E-mail:** *(Not available)*  
**Web Site:** <https://www.cosn.org>

Primary Contact Information | [ [Request Removal](#) ]

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**Miss Alyson Stewart**  
1025 Vermont Ave NW #1010  
Washington , DC 20005

**Phone:** (202) 558-0059  
**E-mail:** [astewart@cosn.org](mailto:astewart@cosn.org)

Parent Organization Information

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*(This information is not available)*

Departments | [ [Add Department](#) ]

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The section below displays all departments

Code	Name	Address Type	Address
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There are no results to display.

Profile Information | [\[ Add Individual \]](#)

Consortium for School Networking  
1025 Vermont Avenue, NW  
Suite 1010  
Washington, DC 20005

**Phone:** (Not available)  
**Fax:** (Not available)  
**E-mail:** (Not available)  
**Web Site:** <https://www.cosn.org>

By selecting **Add Individual** you can add an unlimited amount of your staff to your CoSN member affiliates.

## ➤ Add Individual Information

Use the form below to add an individual to your organization.

### Personal Information

Do Not Publish Info Online:

Prefix:

<sup>R</sup> First Name:

Middle Name:

<sup>R</sup> Last Name:

Suffix:

<sup>R</sup> Title:

### Address Information

Please select your country first and the "State" input field will be populated with available states, provinces or territories of your country.

<sup>R</sup> Work Address:

<sup>R</sup> City:

<sup>R</sup> State:

<sup>R</sup> Postal Code:

<sup>R</sup> Country:

Is Primary Address:

Home Address:

City:

State:

Postal Code:

Country:

Is Primary Address:

## CoSN Profile Guidebook

You also have the capability to delete members who are no longer with your organization. Select the checkbox next to the name of the member(s) you would like to delete. When finished, select **Submit List for Removal**.

### Individual's Search

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First Name:

Last Name:

City:

State/Territory:

Postal Code:

Country:

E-Mail Address:

**Search**

### Search Results / Request Individual Removal

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The list below are individuals that indicate your organization is their primary organization. Click on any Individual to view the Individual's details. You can also select Individuals that are no longer with your organization by checking the checkbox to the left and then submit the selected list to us and we will remove the link between them and your organization. Please allow 24 hours.

<input type="checkbox"/>	ID	LastName	FirstName	Is Member	Member Type	Benefits	Expire Date
<input type="checkbox"/>	003110	Duke	Robert			Yes	
<input type="checkbox"/>	236527	Farrand	Dresden			Yes	
<input type="checkbox"/>	227967	Giang	Marci			Yes	
<input type="checkbox"/>	1	Gloninger	Ed			Yes	
<input type="checkbox"/>	232169	Gloninger	Edward				
<input type="checkbox"/>	003050	Halpert	Mindy	✓	Individual Membership		
<input type="checkbox"/>	200328	Krueger	Keith			Yes	
<input type="checkbox"/>	236035	Landers	Sarah			Yes	
<input type="checkbox"/>	202705	Spero	Irene			Yes	
<input type="checkbox"/>	004230	Stewart	Alyson			Yes	
<input type="checkbox"/>	003120	Zahedivash	Parvin			Yes	

**Submit List for Removal**

**Cancel**

Members can update their records to show they have retired.

Would like to learn about professional  
volunteer opportunities with CoSN?


Retired?

Voting Member? Up to 10 people from each  
organization can be designated as voting  
members to vote in CoSN Board of Directors  
elections:

By clicking the name of an individual you can also update their contact information. Part of your CoSN benefits package allows you to add up to **10** voters in the annual Board of Directors Election. When you click the member of your choice and select **Edit Information**, at the bottom of the screen you will see this-

**Please provide the following additional information**

Would like to learn about professional volunteer opportunities with CoSN?  
 Voting Member? Up to 10 people from each organization can be designated as voting members to vote in CoSN Board of Directors elections:  
 R How did you hear about us?

CoSN Member 

By clicking the checkbox you can give your member voting privileges.

**CoSN Home Page**

**Home**

**Logout**

**Purchase Membership**

**Online Store**

**My Information**

**My Transactions**

**My Professional Dev**

**My Committees**

**Volunteer**

**My Events**

**Upcoming Events**

**Contact Us**

**Organization Directory**

On the left hand column you will also notice the **online store**. This is where you can register for events, review documents and purchase membership. For your membership purchases and downloads select **My Transactions**. Click the title of the text to upload.

You can access past webinars in the online store as well as CTO Forum Reports.

Select **My Downloadable Products** to view CoSN resources and materials.

My Transactions My Memberships **My Downloadable Products**

**My Downloadable Products**

**Downloadable Products**

Right-click on the "Product Name" hyperlink and select "Save Target As" to download and save the file. Product links will be available once full payment for the item has been applied.

Product Name	Purchase Date	Downloads Left	Expiration Date
<a href="#">10 Step Technology Recovery Checklist</a>	11/25/2013	8	2/25/2014
<a href="#">Empowering the 21st Century Superintendent Toolkit</a>	11/25/2013	9	5/25/2014
<a href="#">CoSN's E-Rate and Broadband Survey 2013</a>	11/25/2013	9	2/25/2014
<a href="#">Technology Dept Landscape: That Was Then This is Now</a>	11/19/2013	10	2/19/2014
<a href="#">Safe and Secure? Managing the Risk of Personal Devices</a>	11/25/2013	9	2/25/2014
<a href="#">TCO/VOI Project Cost Estimator</a>	11/25/2013	9	2/25/2014
<a href="#">The "Undiscussables" of Technology Leadership: Engaging in Challenging Conversations</a>	11/19/2013	9	2/19/2014
<a href="#">Single Sign-on, Multiple Benefits: A Primer on K-12 Federated Identity</a>	11/25/2013	9	2/25/2014
<a href="#">May 21, 2013 Webinar: Horizon Report 2013</a>	11/25/2013	(Unlimited)	

For further information on membership benefits, events, renewal and profile management email [membership@cosn.org](mailto:membership@cosn.org)