

## How to Use the Oral History Association Membership Site

### ❖ Log In

- The OHA membership system identifies members by email address and password.
- The first time you use the site, type in your name and email address on the right side of the home page and click “Sign Up.” The system will search to see if your email address is already in the database.
  - If you are an OHA member with an email in the system, you will be prompted to create a password. Once you have taken this step, you may login to the website on the left side of the homepage as a “returning member.”
  - If you are an OHA member but the system does not find your email address, please contact OHA so that we can update your email address.
  - If you are joining for the first time and do not have an email in the system, you will begin the process of becoming a member.

### ❖ Member Information Navigation

- Once you have logged in, you will navigate the website by using the menu on the left. You will land on the “My Profile” page. You can select other pages by clicking the tabs. The tabs are listed below.
- My Profile
  - Personal Information
    - To edit any of your information, simply click “Edit” located at the top of the page, which will enable you to change your personal information including your institutional affiliation, mailing address, and phone number.
    - If you would like to change your email address, you must contact the OHA at [oha@gsu.edu](mailto:oha@gsu.edu).
  - Contact Directory
    - To change whether or not you would like your email address displayed in the contact directory, use the drop-down menu located at the top of the page.
  - Interest Groups
    - When editing your profile, you have the option to select interest groups on subjects about which you would like to receive occasional emails.
  - Membership Information
    - The profile page also includes information regarding your membership, allowing you to keep abreast of when you need to renew.
  - Once you have entered your changes, simply click “Update.”
- My Events
  - This tab shows your registration record for previous annual meetings.
- Member Directory
  - This page includes a list of current OHA members who have given their permission to share their email address.
  - To search contacts, use the search bar located near the top of the screen.

- You can filter your search by membership type using the drop-down menu located next to the search bar.
- *Oral History Review*
  - To access the current issue of the OHR as well as the online digital archive, click the *Oral History Review* link.
  - You will then be directed to the Oxford University Press website where you can browse the archive or refine your search using the links located at the top right of the page.
- About OHA
  - This tab provides general information regarding the OHA.
- Member Benefits
  - This tab lists OHA membership benefits.
- 2015 Rates
  - This tab provides current OHA membership rates.