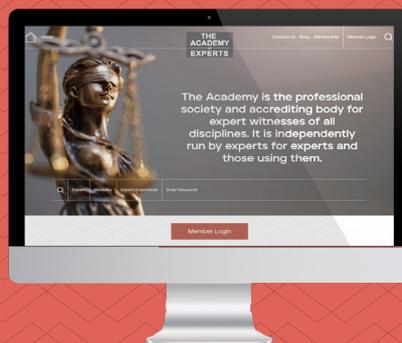
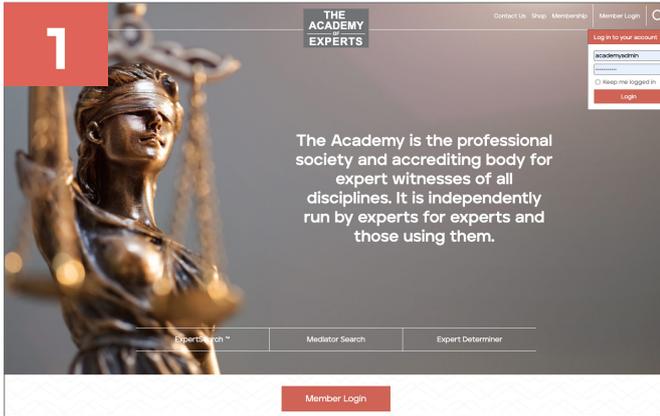


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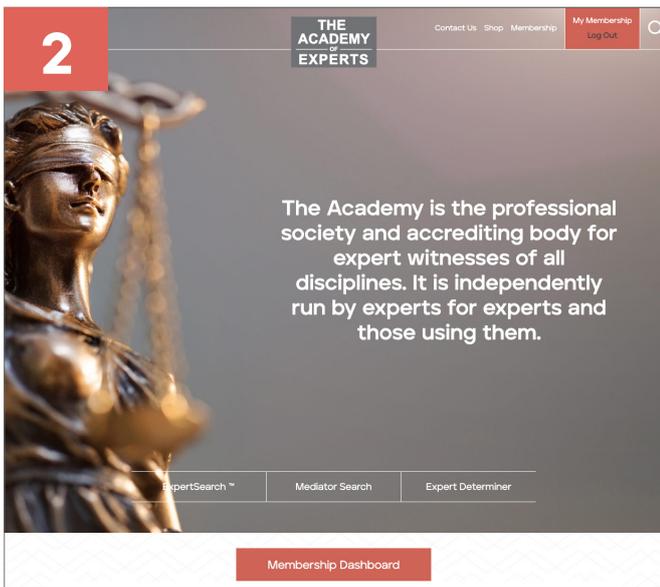
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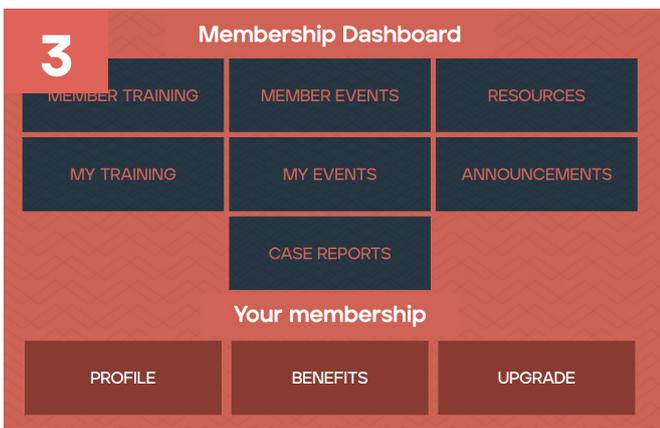
Login

Top right of your screen sits a panel, click 'Member Login', a box will appear where you will need to input your **username** and **password**, once entered click the red Login button. You can also log in using the Member Login button below the 'Lady of Justice' image.



My Membership

Now you are logged in the red 'My Membership' button will appear and as long as you are logged in it will stay there to remind you are logged in.



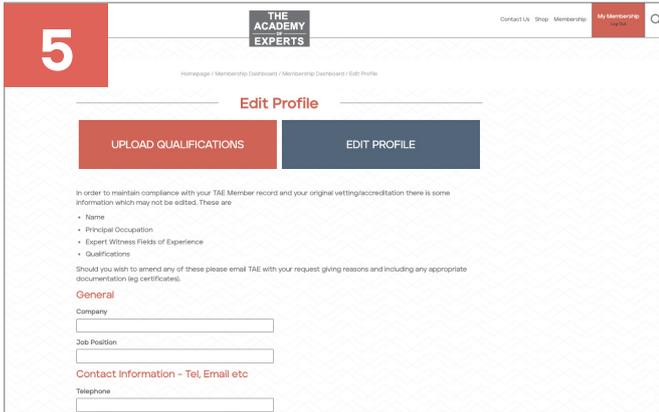
Membership Dashboard

After logging in you will go straight to your 'Member Dashboard', where you can edit your profile and submit changes.



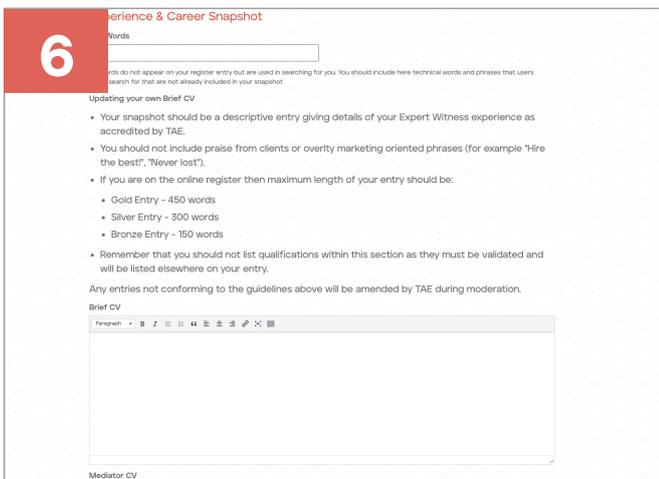
Return to Membership Dashboard

Once you are in your dashboard, each section/page has a panel saying 'Take me back to my dashboard', click on this to return to your dashboard.



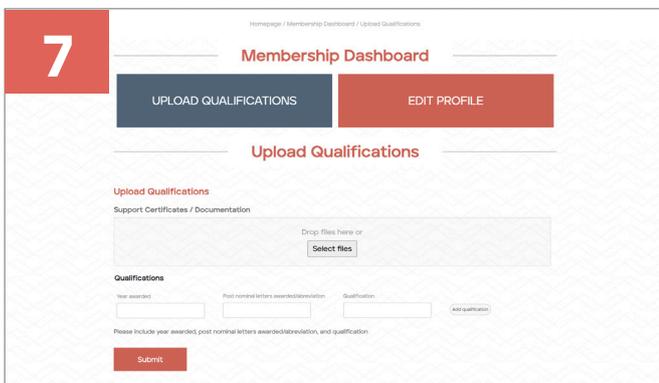
Editing profile/contact details

You will be able to make changes to your profile and contact details and submit the changes to TAE for approval.



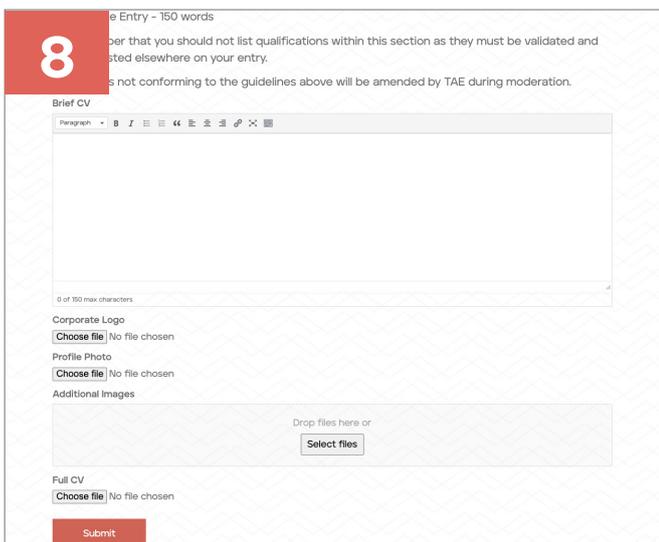
Edit Brief CV & Mediator CV

Lower down on the 'Edit Profile' page, you can make changes to your CV and Mediator CV, then submit the changes to TAE for approval. Please note that you should not enter any qualifications here as they require separate validation and will be removed by TAE. Moderation is done periodically so there may be a delay in seeing your changes go live.



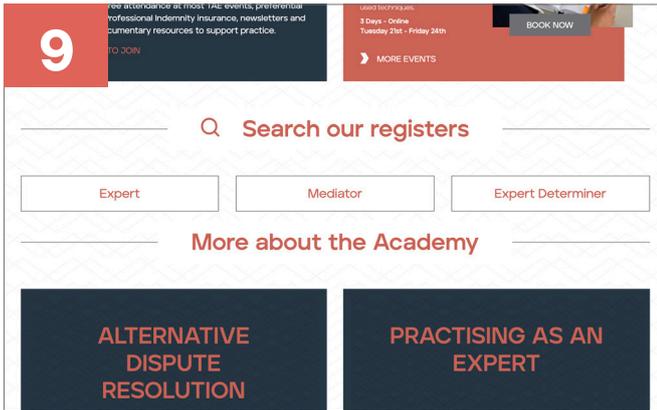
Upload qualifications

To upload qualifications for TAE to review and approve, please supply your supporting documents, to do this please click on 'Upload Qualifications', drag and drop or select the file from your computer. After upload, please click submit.



Upload Photo, Corporate Logo and Full CV

Using the screen to the left upload a Brief CV, Corporate Logo, Profile Photo, Full CV or additional images. Depending which level of entry you have (Bronze, Silver or Gold) or whether or not you are subscribed to the online register these may not all appear on your entry.



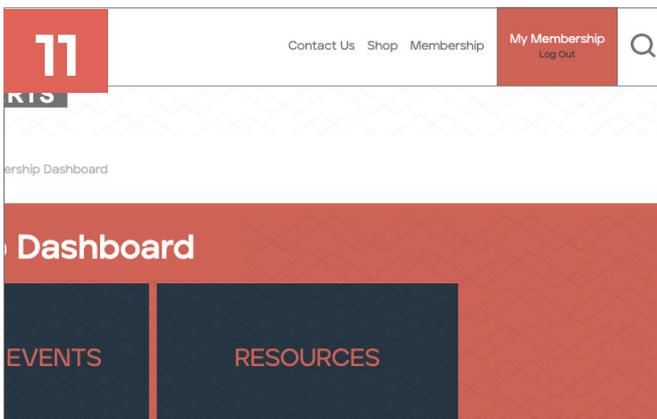
Search our registers

In most areas of the website you will see 'Search our registers', please click on the relevant button, where you will be taken to a separate page that allows you to search our TAE database for the relevant member.



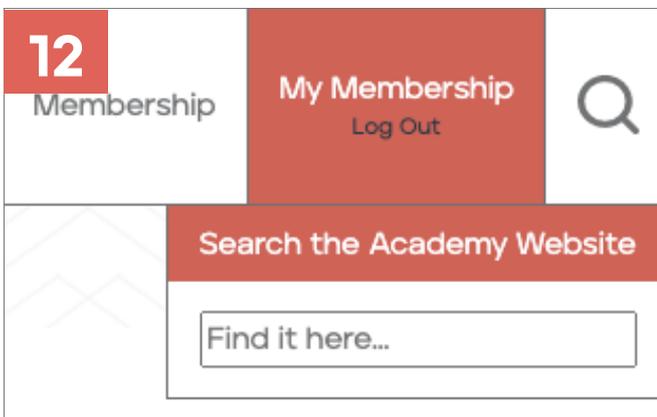
Search registers page

To make a search please enter your keywords in the search panel below the introduction content.



Log out

A small window will appear below My Membership sits 'Log Out', please click this and you will be logged out.



General website search

Top right of your screen sits a search icon, click on this, a small window appear 'Search the Academy Website'. Enter your search criteria and press return.



Return to homepage

At anypoint using the new website you can revert to the homepage by clicking on the The Academy of Experts Logo



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Thank you

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