

COUNCIL FOR EXCEPTIONAL CHILDREN Unit and Division Membership Data Access Instructions

Unit and Division Presidents, Presidents Elect, Vice Presidents, Secretaries, Membership Chairs, and Executive Directors can access membership data online 24/7. The information available is:

1. New/rejoined members for the previous month
2. Renewing members from the previous month
3. Lapsed members from the previous month
4. Current members

Please note that the current member list changes daily as people join and on the last day of the month a portion of the members will lapse.

To access the lists, login to the [CEC website](#) (must be a current member). Once logged in, at the top right in the Member Hub, click on the link to your profile.

In your profile, you should see a tab for "Unit Rosters" or "Division Rosters," as appropriate, where you can download the lists.

The screenshot shows the Council for Exceptional Children Member Hub interface. At the top left is the CEC logo. To the right of the logo are navigation links: Sharon - My Profile // CECCommunity // Contact Us // CECatalog // a shopping cart icon // a document icon // Sign Out. Below these links is a search box labeled "Keyword Search". A dark blue navigation bar contains the following menu items: Home, Policy & Advocacy, Standards, Membership, Professional Development, Publications, Special Ed Topics, Resources, and a Manage dropdown. Below the navigation bar, there is a section titled "On Behalf Of: (select)". Underneath this, there is a grid of tabs for user management. The tabs are: My Account (highlighted in red), My Membership, My Demographics, My History, My Committees, My Events, My Payments, My Security, My Purchase Order Uploads, Division Rosters, and Unit Rosters. The "Division Rosters" and "Unit Rosters" tabs are circled in yellow.

Contact [CEC's Database Manager](#) with any questions.