



MANAGE YOUR ACCOUNT

1. Go to Member Login in the upper right hand corner of the website
2. Select the Request Password option
3. Enter your email address. (Note: please use the email we have on file for you. If you are unsure which email address is on file, please contact us at mscsw@clinicalsocialworkmn.org.
4. Click the Request Password button.
5. Check your email for the password and login instructions. (If you don't see the email in your inbox, check your spam/junk folder.)

Minnesota Society for Clinical Social Work
Generating Excellence in Social Work since 1978

HOME BOARD MEMBERSHIP EDUCATION

Sign In
with your email and password.

Email

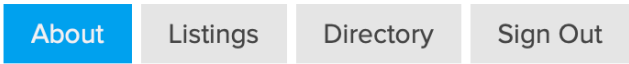
Password

SIGN IN

Request Password
We will email you a new password so you can access your account

WHAT HAPPENS AFTER YOU LOG IN?

Upon logging in you will be on your membership manage page which consists of four tabs: About, Listings, Directory and Sign Out.



ABOUT

- Update contact information
- Renew your membership
- Make a donation to MSCSW

LISTINGS

- Opt-out of the directory
- Select privacy options
- Update license information
- Supervision list option
- Consultation list option

DIRECTORY

- Manage your public directory profile*
- Click the "Learn More" link next to each profile section for a short video on how to utilize the feature

Business Card [? Learn more](#)

Click areas on card to upload logo or edit tagline:

- Select criteria for directory search options

*There is only one directory, and it is public.



DIRECTORY SEARCH CRITERIA

On the "Directory" tab of your account, you will be able to edit the following items:

- **Business Card**—upload an image of your business card or type a short description/tagline.
- **Profile Description**—describe your products and services
- **Additional Contacts & Locations**—Add additional people or locations to your listing
- **Profile Gallery**—Upload pictures to your profile (e.g. a photo of yourself, business logo etc.)
- **Social Links**—add/update your social media links
- **Search Criteria**— these are the criteria that can be used to filter the directory search feature on the website. Please select the options that pertain to you/your practice in the following categories: *Area of Practice, Area of Specialty, Accepted Insurance, Gender, and Language.*

I DON'T SEE THE SEARCH CRITERIA

If you do not see the option to update your search criteria, go back to the "Listings" tab and make sure you have not "opted out" of the directory. Search criteria is only visible to those with a directory listing.

The screenshot shows a navigation bar with 'About', 'Listings', 'Directory', and 'Sign Out'. Below it is a 'Member Directory Opt-Out' section with the following text: 'Members are listed in the directory by default. You are able to customize/update your directory listing on the profile tab. If you wish to hide your address or opt-out of the directory completely, please make the appropriate selection below.' There are four radio button options: 'Do not list in member directory' (which is selected), 'Privacy: Do not show street address in directory profile', 'Privacy: Do not show phone number in directory profile', and 'Privacy: Do not show mobile number in directory profile'.

SAVE & CONTINUE

Be sure to click "Save & Continue" at the bottom of each page as you manage your membership & directory listing.

