

## HTEC Network Website Member Listing Instructions

Your HTEC Member listing is your opportunity to promote your program and link to your school website for other HTECs and more importantly, to future students and Haas users throughout North America who may not know about your location or your Manufacturing Technology Programs.

### How To: Log In, Find your Password, Create a Listing, Update your Listing, Add a News Item

- **How to Log In** - Click on “**HTEC Login**” in the upper right hand corner of the Banner on any page. This takes you to the Login Page and enter your User Name & Password and Submit. You are now at your Member Listing Page.
- **Find Your Password** - Forgot or don’t know your User Name & Password. Click “**Click here**” next to the **blue ? mark** on the Login Page. Enter your email address and your User Name & Password will be sent to you. You can also change them both. See Update instructions below.
- **Create a New Listing** – Click on “**Join the HTEC Network**” directly below the HTEC Logo or the “**Join Now**” button on the Banner buttons. This takes you to the Join the HTEC Network Page. Complete the entire form, especially your Primary Contact name, title, phone # and email address. You can add support documents in **PDF Format** only by clicking on Browse which accesses your document file and then just select the document, in PDF Format you want to display. Similarly, you can load your School Logo or an “action shot” of your program. When you’ve completed the form, click “**Create**” and shortly your new form is entered. To check it, go to **HTEC Member**, select on your state or province or your newly created listing will be there.
- **Update your Listing** - Click on “**HTEC Login**” and enter your User Name & Password. You are now at your current listing. Edit or add documents or additional information to your listing. Click on “**Update**”. To check it, go to **HTEC Member**, select on your state or province and your updated listing will be there.
- **Add a News Item or Event Announcement** - Click on “**HTEC Login**” and enter your User Name & Password. You are now at your current listing. Select “**HTEC News**”. Fill out the form and load any documents, as described above in Create a Listing (above) and click on “**Create**”. Your News Item will appear on in the News section of your state or province.
- **HELP** - If you need help don’t hesitate to send an email to Bob Skodzinsky at [bobskodzinsky@gmail.com](mailto:bobskodzinsky@gmail.com), or call 941-870-3900 and I’ll answer the email or call you directly and we can walk through your entry/update issue over the phone.