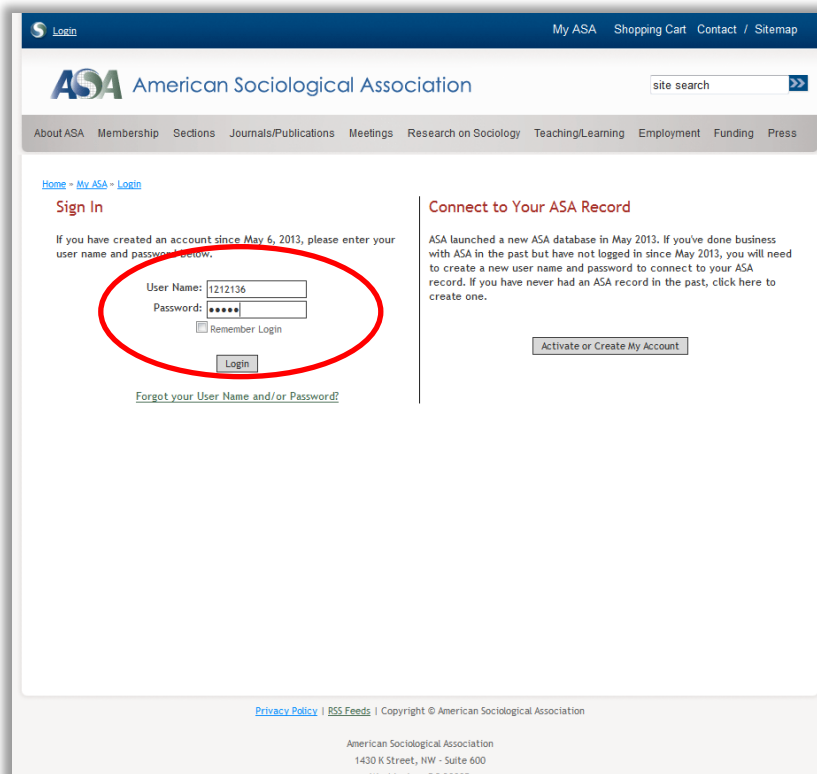


How to Update Your Department Record with the American Sociological Association

It is important to keep your information as updated and accurate as possible in order for the ASA to provide the best service possible to your department. It is especially important to provide the ASA with a general department email address that does not change over time. This will ensure continuous communication through staffing changes.

Step 1: Use your ASA **Department ID** and password to log in to the ASA website. You must use a department ID, not your personal ASA ID, to access your department account.



Step 2: Under the Department Info header, click the link to **Update Company/Department Info**. You will then be directed to your Department Membership page.

The screenshot shows the ASA Member Portal interface. At the top, there is a navigation bar with links for 'About ASA', 'Membership', 'Sections', 'Journals/Publications', 'Meetings', 'Research on Sociology', 'Teaching/Learning', 'Employment', 'Funding', and 'Press'. Below this is a 'Member Portal' section with a sidebar containing 'Department Directory' and 'Shopping Cart'. The main content area features a 'Welcome Guide Test Department!' message with contact information for the Guide Test Department, Dept. of Publications #1212136. A red circle highlights the 'Department Info' section, which contains two links: 'Update Company/Department Info' and 'Purchase a gift membership for a student'. Other sections include 'Resources', 'Join/Renew ASA Department Affiliation', 'Chairs and DGS Conference Information', 'ASA Department Resources Group', 'Faculty Search Resources', and 'ASA Bookstore'.

The screenshot shows the 'Department Membership' update form. It begins with a warning: 'If the record that appears below is not for your institution, please do not proceed with the update. Contact the ASA office at customer@asanet.org and we will provide you with the correct ID for your department.' The form contains several fields: 'Institution Name' (Guide Test Department), 'Department' (Dept. of Publications), and 'Department Affiliate Status' (Not a Current Department Affiliate). Below these are links for 'Department Affiliate Benefits', 'Change Chair', 'Change Dates', and 'Delete Chair'. The current department chair is listed as Karen Edwards, 9/2015 to 9/2016, and the current director of graduate studies is Jamie Lynn Panzarella, 9/2015 to 9/2016. The 'Update Department information' section includes fields for mailing address (1430 K Street NW, Suite 600, Washington, District of Columbia, 20005, United States), phone (202) 383-9005, fax (202) 638-0882, and web address (http://www.asanet.org). The 'General Department E-Mail' field is Publications@asanet.org. The 'Department Statistics' section includes a dropdown for 'Type of Department' (PhD-Granting) and input fields for IPEDS ID, FICE Code, and various degree and major counts, all set to 10. A 'Save Your Changes' button is at the bottom.

Step 3: The Department Membership page is split into the three sections. In the first section, departments are asked to update their department name, chair, and director of graduate studies information. The highlighted yellow section states the department's current affiliate status. To join ASA as a Department Affiliate please complete your updates on this page and then click the **Join Today** link.

The screenshot shows the ASA Department Membership page. At the top, there is a navigation bar with 'Logout', 'My ASA', 'Shopping Cart', and 'Contact / Sitemap'. Below this is the ASA logo and a search bar. A secondary navigation bar contains links for 'About ASA', 'Membership', 'Sections', 'Journals/Publications', 'Meetings', 'Research on Sociology', 'Teaching/Learning', 'Employment', 'Funding', and 'Press'. The main content area starts with a breadcrumb 'Home » Department Membership' and a warning: 'If the record that appears below is not for your institution, please do not proceed with the update. Contact the ASA office at customer@asanet.org and we will provide you with the correct ID for your department.' Below this, a note states 'Fields with an * are mandatory'. The form fields are: 'Institution Name *': Guide Test Department; 'Department *': Dept. of Publications; 'Department Affiliate Status': Not a Current Department Affiliate. The 'Join Today!' button is circled in red. Below the form is a 'Department Affiliate Benefits' section. Further down, there are sections for 'Current Department Chair *' (Karen Edwards, 9/2015 to 9/2016) and 'Current Director of Graduate Studies *' (Jamie Lynn Panzarella, 9/2015 to 9/2016), each with links for 'Change Chair', 'Change Dates', and 'Delete Chair'. At the bottom, there is an 'Update Department Information' section with fields for Mailing, Address, City, State, Postal Code, and Country.

a. To change the chair information, click **Change Chair**.

This screenshot is identical to the one above, showing the ASA Department Membership page. In this view, the 'Change Chair' link in the 'Current Department Chair' section is circled in red. The rest of the page content, including the form fields and navigation, remains the same.

- b. Next, search for the new chair's name in the ASA database. Due to differences in spelling and abbreviations, if you do not at first find the chair in our system, try searching by the first few letters of the chair's last name.

Logout My ASA Shopping Cart Contact / Sitemap

ASA American Sociological Association site search

About ASA Membership Sections Journals/Publications Meetings Research on Sociology Teaching/Learning Employment Funding Press

Home » Department Membership

Department Chair/Director
[Back to the Department](#)

Please search for the Chair or Directors name. If you are unable to locate the individual, [click here](#) to add them to the database.

First Name: Jamie
Last Name: Panzarella
State: --Select--
Zip:

Search Cancel

- c. You will see the search results appear below. Click on a name to select an individual as chair.

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ASA American Sociological Association site search

About ASA Membership Sections Journals/Publications Meetings Research on Sociology Teaching/Learning Employment Funding Press

Home » Department Membership

Department Chair/Director
[Back to the Department](#)

Please search for the Chair or Directors name. If you are unable to locate the individual, [click here](#) to add them to the database.

First Name: Jamie
Last Name: Panzarella
State: --Select--
Zip:

Search Cancel

Name	City, State	Zip Code
Jamie Lynn Panzarella	Washington, District of Columbia	20005

d. The chair's name will now be updated. To change the term of the chair, click the link to **Change Dates**.

The screenshot shows the ASA Department Membership page. At the top, there is a navigation bar with "Logout", "My ASA", "Shopping Cart", and "Contact / Sitemap". Below this is the ASA logo and a site search box. A secondary navigation bar contains links for "About ASA", "Membership", "Sections", "Journals/Publications", "Meetings", "Research on Sociology", "Teaching/Learning", "Employment", "Funding", and "Press". The main content area shows the breadcrumb "Home > Department Membership" and a warning message: "If the record that appears below is not for your institution, please do not proceed with the update. Contact the ASA office at customer@asanet.org and we will provide you with the correct ID for your department." Below this, it states "Fields with an * are mandatory". The form fields are: "Institution Name *:" with the value "Guide Test Department"; "Department *:" with the value "Dept. of Publications"; and "Department Affiliate Status:" with the value "Not a Current Department Affiliate" and a "Join Today!" link. A section titled "Department Affiliate Benefits" is visible. The "Current Department Chair *:" field shows "Jamie Lynn Panzarella, 9/2015 to 9/2016" and is circled in red. To its right are links for "Change Chair", "Change Dates", and "Delete Chair", with "Change Dates" also circled in red. Below this is the "Current Director of Graduate Studies *:" field with the same name and dates. At the bottom, there is an "Update Department Information:" section with a "Mailing" address field containing "1430 K Street NW".

e. Enter the dates of the chair's term and click Save.

The screenshot shows the same ASA Department Membership page, but with the "Department Chair" section highlighted. The "Current Department Chair *:" field is now empty, and a date selection interface is displayed. It shows "Term: (m/d/yyyy)" with two date pickers: the first is set to "8/1/2015" and the second to "7/31/17". Below the date pickers are "Save" and "Cancel" buttons. The entire date selection area is circled in red.

f. Repeat the same steps to update the Director of Graduate Studies information.

Logout My ASA Shopping Cart Contact / Sitemap

ASA American Sociological Association site search

About ASA Membership Sections Journals/Publications Meetings Research on Sociology Teaching/Learning Employment Funding Press

Home » Department Membership

If the record that appears below is not for your institution, please do not proceed with the update. Contact the ASA office at customer@asanet.org and we will provide you with the correct ID for your department.

Fields with an * are mandatory

Institution Name *: Guide Test Department
Department *: Dept. of Publications
Department Affiliate Status: Not a Current Department Affiliate [Join Today!](#)

[Department Affiliate Benefits](#)

Current Department Chair *: Jamie Lynn Panzarella, 8/2015 to 7/2017
[Change Chair](#)
[Change Dates](#)
[Delete Chair](#)

Current Director of Graduate Studies *: Jamie Lynn Panzarella, 9/2015 to 9/2016
[Change Director](#)
[Change Dates](#)
[Delete Director](#)

Update Department Information:

Mailing Address*: 1430 K Street NW Suite 600

Logout My ASA Shopping Cart Contact / Sitemap

ASA American Sociological Association site search

About ASA Membership Sections Journals/Publications Meetings Research on Sociology Teaching/Learning Employment Funding Press

Home » Department Membership

Department Chair/Director
[Back to the Department](#)

Please search for the Chair or Directors name. If you are unable to locate the individual, [click here](#) to add them to the database.

First Name: karen
Last Name: edwards
State: --Select--
Zip:

Name	City, State	Zip Code
Karen Gray Edwards	Washington, District of Columbia	20005
Karen Edwards, Ph.D.	Ithaca, New York	14850
Karen Edwards	Washington, District of Columbia	20005

Logout My ASA Shopping Cart Contact / Sitemap

ASA American Sociological Association

About ASA Membership Sections Journals/Publications Meetings Research on Sociology Teaching/Learning Employment Funding Press

[Home](#) » [Department Membership](#)

If the record that appears below is not for your institution, please do not proceed with the update. Contact the ASA office at customer@asanet.org and we will provide you with the correct ID for your department.

Fields with an * are mandatory

Institution Name *: Guide Test Department
 Department *:

Department Affiliate Status: **Not a Current Department Affiliate** [Join Today!](#)

[Department Affiliate Benefits](#)

Current Department Chair *: Jamie Lynn Panzarella, 8/2015 to 7/2017
[Change Chair](#)
[Change Dates](#)
[Delete Chair](#)

Current Director of Graduate Studies *: Karen Edwards, 9/2015 to 9/2016
[Change Director](#)
[Change Dates](#)
[Delete Director](#)

Logout My ASA Shopping Cart Contact / Sitemap

ASA American Sociological Association

About ASA Membership Sections Journals/Publications Meetings Research on Sociology Teaching/Learning Employment Funding Press

[Home](#) » [Department Membership](#)

[Back to the Department](#)

Director of Graduate Studies

Term: (m/d/yyyy) to

Logout My ASA Shopping Cart Contact / Sitemap

ASA American Sociological Association

About ASA Membership Sections Journals/Publications Meetings Research on Sociology Teaching/Learning Employment Funding Press

[Home](#) » [Department Membership](#)

If the record that appears below is not for your institution, please do not proceed with the update. Contact the ASA office at customer@asanet.org and we will provide you with the correct ID for your department.

Fields with an * are mandatory

Institution Name *: Guide Test Department
 Department *:

Department Affiliate Status: **Not a Current Department Affiliate** [Join Today!](#)

[Department Affiliate Benefits](#)

Current Department Chair *: Jamie Lynn Panzarella, 8/2015 to 7/2017
[Change Chair](#)
[Change Dates](#)
[Delete Chair](#)

Current Director of Graduate Studies *: Karen Edwards, 8/2015 to 7/2017
[Change Director](#)
[Change Dates](#)
[Delete Director](#)

Step 4: The second section of the Department Membership page asks for you to update your department contact information. All sections with an asterisk (*) are required. The most important information that needs to be updated here is the **General Department Email**. Please enter a general department email address, not an individual's e-mail address. This is the email that ASA will use for the department's user name and password retrieval as well as for contact in regards to the annual *Guide to Graduate Departments of Sociology*. If an individual's email address is used and that person is no longer affiliated with your department, the retrieval process will not be accessible.

Current Department Chair *: Jamie Lynn Panzarella, 8/2015 to 7/2017 [Change Dates](#)
[Delete Chair](#)

Current Director of Graduate Studies *: Karen Edwards, 8/2015 to 7/2017 [Change Director](#)
[Change Dates](#)
[Delete Director](#)

Update Department Information:

Mailing: 1430 K Street NW
Address*: Suite 600
City*: Washington
State*: District of Columbia
Postal Code*: 20005
Country: United States
Phone*: (202) 383-9005
Fax*: (202) 638-0882
Web Address: http://www.asanet.org

General: Publications@asanet.org
Department: Please enter a general department e-mail address, not an individual's e-mail address. This is the e-mail address that ASA will use for the department's user name and password retrieval. If an individual's e-mail address is used and that person is no longer affiliated with your department, the retrieval process will not be accessible.
E-Mail*:

Department Statistics:

Type of Department *: PhD-Granting
IPEDS ID:

PLEASE TURN TO THE NEXT PAGE

Step 5: The final section of the Department Membership page requires information on **Department Statistics**. This information helps the ASA to better serve the department's needs as well as provide accurate information for the ASA Research Department. Once the required information has been entered, click the **Save Your Changes** button.

Phone*: (202) 383-9005
Fax*: (202) 638-0882
Web Address: http://www.asanet.org

General: Publications@asanet.org
Department: Please enter a general department e-mail address, not an individual's e-mail address. This is the e-mail address that ASA will use for the department's user name and password retrieval. If an individual's e-mail address is used and that person is no longer affiliated with your department, the retrieval process will not be accessible.
E-Mail*:

Department Statistics:

Type of Department *: PhD-Granting

IPEDS ID:
FICE Code:

Number of faculty members in your department who are sociologists *: 10
Number of graduate sociology degrees granted in 2014-2015 *: 10
Number of graduate students in 2014-2015 *: 10
Number of undergraduate sociology degrees granted in 2014-2015 *: 10
Number of undergraduate majors as of January 1, 2015 *: 10

Save Your Changes

Your current eBook subscriptions:

Title	Download By
No records to display.	

Thank you for updating your department's information with the ASA! For more information on resources available to sociology departments from the ASA, visit http://www.asanet.org/teaching/dept_resources_index.cfm.

For questions regarding the annual *ASA Guide to Graduate Departments of Sociology*, contact publications@asanet.org.

For more information on the ASA Department Affiliates program, visit http://www.asanet.org/teaching/department_affiliates.cfm or contact apap@asanet.org.