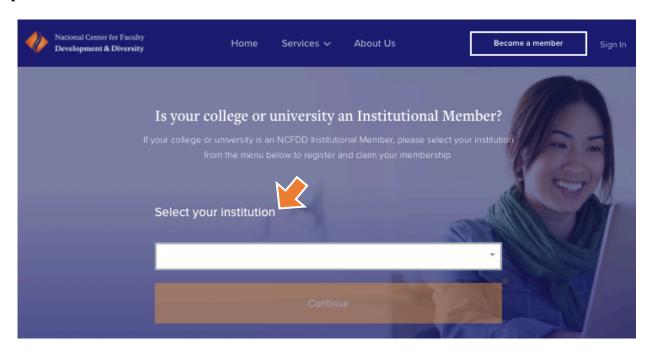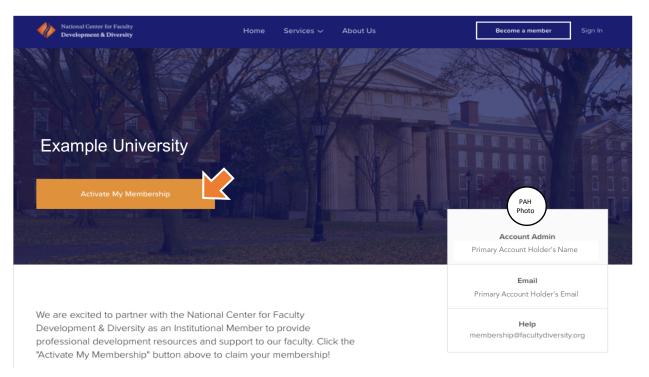# HOW TO CLAIM YOUR INSTITUTIONAL MEMBERSHIP
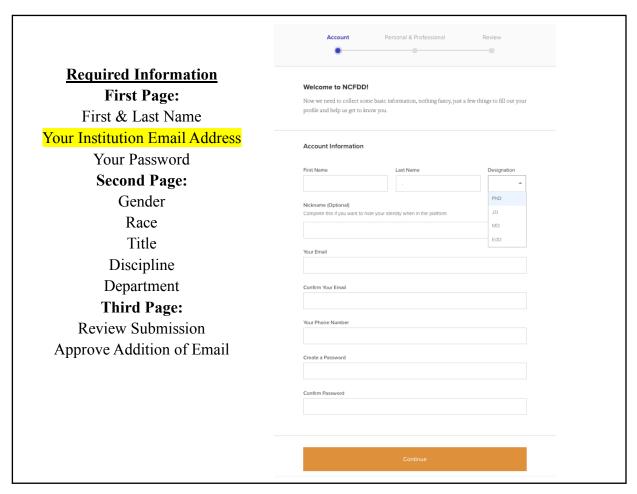
Step 1: Go to https://www.facultydiversity.org/join. Then select your institution from the drop-down menu and click "Continue."

Step 2: On the institution's landing page, click "Activate My Membership."

Step 3: Complete the Registration Form using your <u>institutional email address.</u>

<u>**Required Information**</u>
First Page:
First & Last Name
<mark>Your Institution Email Address</mark>
Your Password
Second Page:
Gender
Race
Title
Discipline
Department
Third Page:
Review Submission
Approve Addition of Email

Step 4: Go to your institution email. Click "Activate Account" in the confirmation email.