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.
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.

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

c. You will see the search results appear below. Click on a name to select an individual as chair.
d. The chair’s name will now be updated. To change the term of the chair, click the link to **Change Dates**.

e. Enter the dates of the chair’s term and click Save.
f. Repeat the same steps to update the Director of Graduate Studies information.
If the record that appears below is not for your institution, please do not proceed with the update. Contact the ASA office at customer@asapnet.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
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.

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.

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.