PROCEDURES

MARINE CORPS LEAGUE INFORMATION SYSTEM

DETACHMENT LEVEL
SYSTEM USER

THIS INFORMATION IS ALSO CONTAINED IN A VIDEO ON THE MCL NATIONAL WEBSITE. MEMBER LIBRARY / VIDEO DATABASE 101 MEMBER PORTAL. PLEASE VIEW THE VIDEO FIRST

MCL DATABASE DETACHMENT LEVEL USER

DETACHMENT LEVEL SYSTEM USER AUTHORITY / PERMISSIONS

1   VIEW ALL DETACHMENT MEMBER PROFILES

2   UPDATE MEMBER ADDRESS, CITY, STATE, ZIP

3   UPDATE MEMBER PHONE NUMBER(S)

4   UPDATE MEMBER eMAIL ADDRESS
        Note, changing eMail address at this level DOES NOT change LOGIN USERNAME.

THIS PROCESS REPLACES SUBMITTING A TRANSMITTAL WITH THE CODES: COAO & COAN

MAKE YOUR CHANGE ENTRIES IN ALL CAPS SO PRINTOUTS ARE UNIFORM AND EASY TO READ

ONCE YOU HAVE COMPLETED THIS TRANSACTION YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL

A CURRENT DETACHMENT ROSTER CAN BE REQUESTED FROM THE DEPARTMENT COMMANDANT OR PAYMASTER AT ANYTIME. *A roster cannot be printed from the Member Portal*
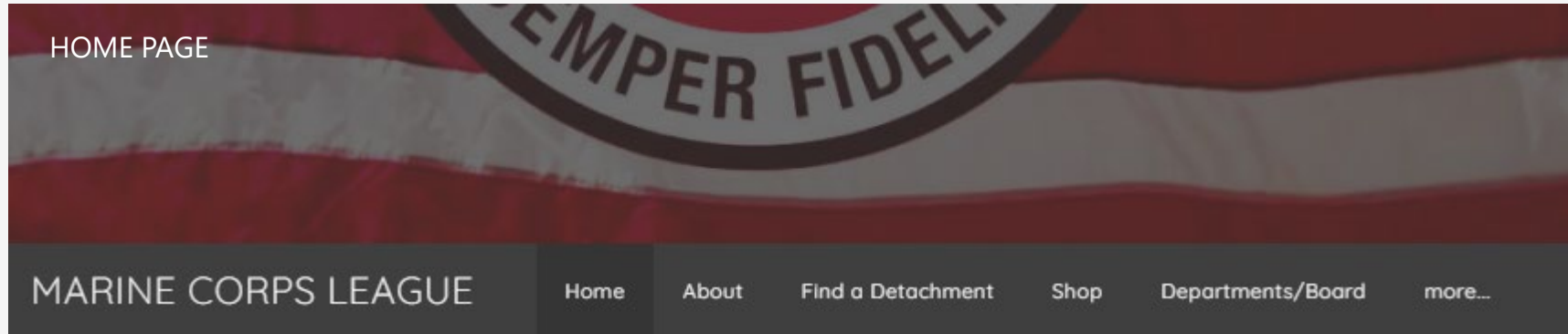
DETACHMENT COMMANDANT REGISTRATION PROCEDURES

1 **CURRENT DETACHMENT COMMANDANT** ON CURRENT REPORT OF OFFICER INSTALLATION (ROI) SUBMITS THE REQUEST FOR DETACHMENT SYSTEM USERS TO **DEPARTMENT COMMANDANT**.

2 **THE HEADQUARTERS WILL MAKE THE DETACHMENT COMMANDANT AND PAYMASTER "EDITORS" IN THE SYSTEM.**

3 If **DETACHMENT COMMANDANT** WOULD LIKE A PERSON OTHER THAN THE COMMANDANT OR PAYMASTER, SELECTS ONE OTHER DETACHMENT OFFICER ON CURRENT ROI FOR SYSTEM REGISTRATION.
Note, usually Adjutant, Paymaster or Adjutant/ Paymaster. Person must be computer literate with some basic database update knowledge.

4 **DETACHMENT COMMANDANT** VERFIES USERS SELECTED HAVE CURRENT EMAIL ADDRESS IN DATABASE AS THIS IS USED TO VALIDATE USER REGISTRATION IN THE DATABASE.

5 **DETACHMENT COMMANDANT** SENDS EMAIL REQUEST TO **DEPARTMENT COMMANDANT** TO VERIFY THE NAMES SUBMITTED ARE IN GOOD STANDING AND ARE ON CURRENT ROSTER OF INSTALLATION (ROI) on FILE AT DEPARTMENT LEVEL.

6 **DETACHMENT COMMANDANT** ALSO IDENTIFIES AT THIS TIME ANY CURRENT ACTIVE DETACHMENT USERS TO BE INACTIVATED ON THE SYSTEM AS A DETACHMENT CAN **ONLY HAVE TWO VALID USERS**

7 **DEPARTMENT** VERIFIES REQUEST (CHECKS CURRENT DATABASE ROSTER) AND **FORWARDS TO DIVISION NVC** FOR SUBMISSION TO NATIONAL / **J D FOSTER   jfoster@mcleague.org**

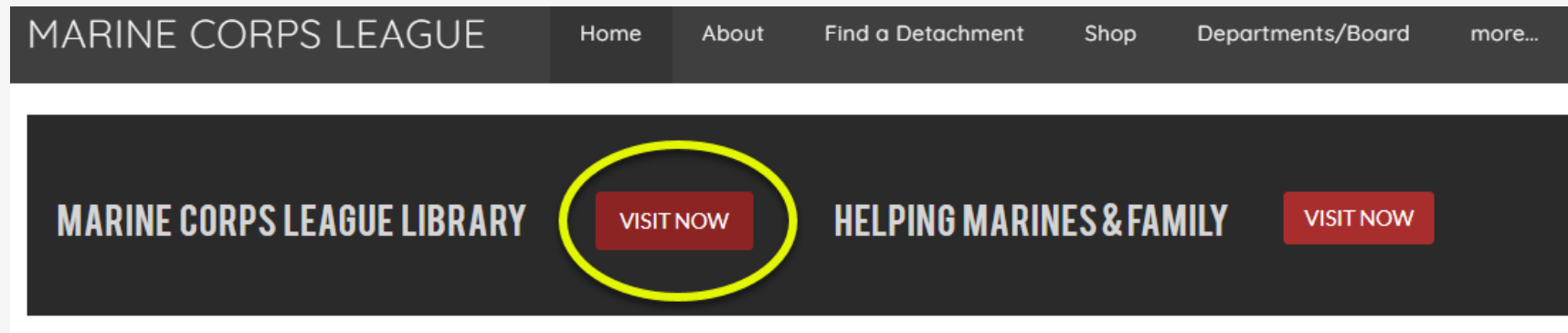**8** **IF THERE ARE ANY ISSUES, CONTACT THE DEPARTMENT PAYMASTER OR J.D. FOSTER (jfoster@mcleague.org)**

MCL DATABASE DETACHMENT LEVEL USER

MCL NATIONAL WEBSITE / www.mclnational.org

HOME PAGE

MARINE CORPS LEAGUE | Home | About | Find a Detachment | Shop | Departments/Board | more...

SCROLL DOWN / CLICK ON VISIT NOW

MARINE CORPS LEAGUE | Home | About | Find a Detachment | Shop | Departments/Board | more...

MARINE CORPS LEAGUE LIBRARY | VISIT NOW | HELPING MARINES & FAMILY | VISIT NOW

MCL DATABASE DETACHMENT LEVEL USER

MCL NATIONAL WEBSITE / www.mclnational.org

**STEP #1
WATCH TRAINING VIDEO**

MARINE CORPS LEAGUE
LIBRARY

Library   Member Library   Events Calendar
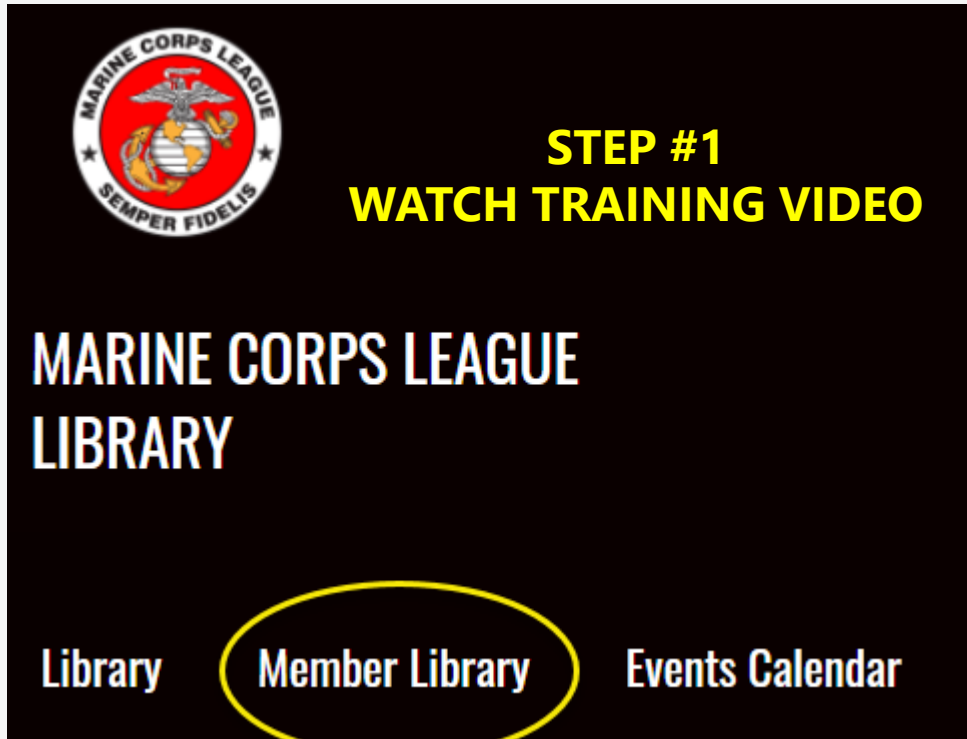
CLICK ON MEMBER LIBRARY

CORPORATE DOCUMENTS

FY2021 Roster National
Marine Corps League v39

Video_Database
101_Member Portal

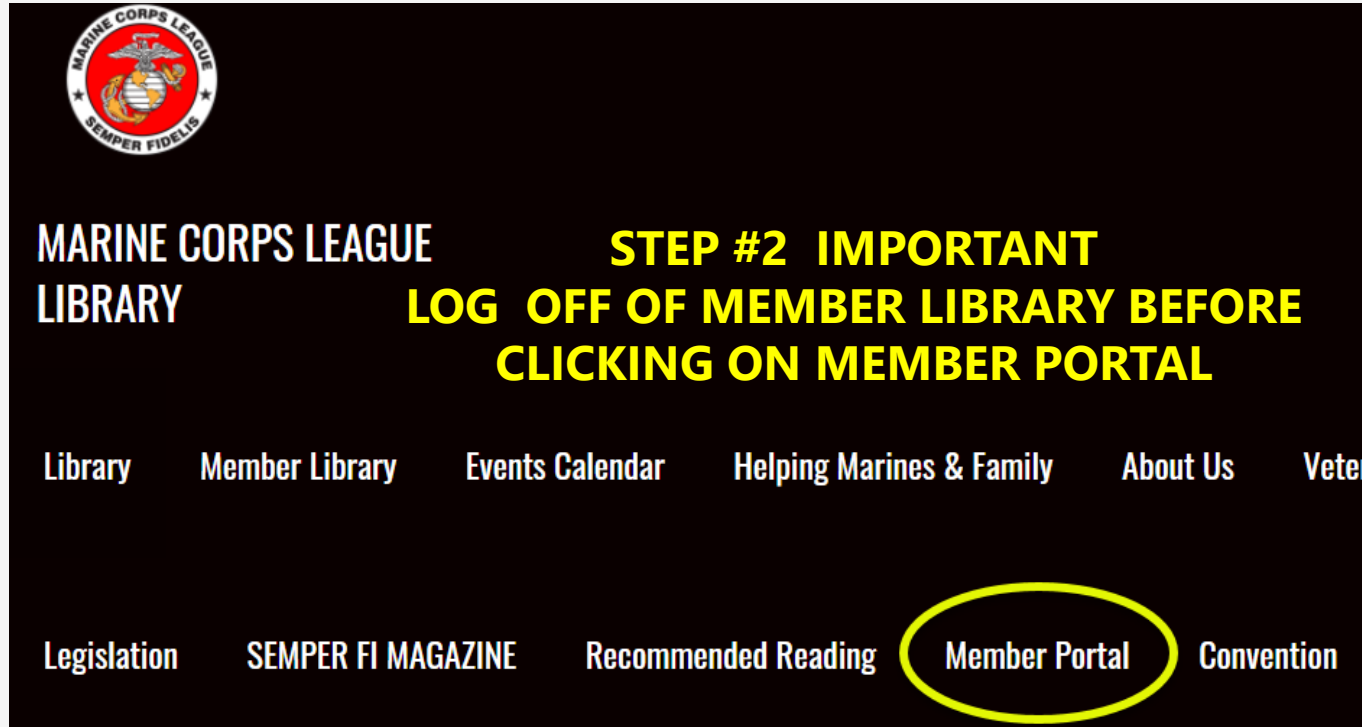**CLICK 101 MEMBER PORTAL VIDEO**
After watching video move to next page

MCL DATABASE DETACHMENT LEVEL USER

MCL NATIONAL WEBSITE / www.mclnational.org

MARINE CORPS LEAGUE LIBRARY

**STEP #2 IMPORTANT
LOG OFF OF MEMBER LIBRARY BEFORE
CLICKING ON MEMBER PORTAL**

LOG OFF LIBRARY

Library   Member Library   Events Calendar   Helping Marines & Family   About Us   Vete

Legislation   SEMPER FI MAGAZINE   Recommended Reading   Member Portal   Convention

CLICK ON MEMBER PORTAL

MCL DATABASE DETACHMENT LEVEL USER

MEMBER PORTAL - EDIT / VIEW PROFILE

MEMBER LOGIN

Username   **ENTER YOUR EMAIL ADDRESS**

Password   **ENTER YOUR PASSWORD**

LOGIN   Click here for login information   *Click to change PASSWORD*

CLICK TO LOGIN

MCL DATABASE DETACHMENT LEVEL USER

MEMBER PORTAL - EDIT / VIEW PROFILE

MEMBER LOGIN

Member Portal Home

Change Username / Password   Profile Update

Stay Informed

Take A Survey   Add A Coupon

CLICK ON PROFILE UPDATE

GEORGE W WAUGH

<u>DO NOT CLICK ON OR ADD A COUPON</u>

MCL DATABASE DETACHMENT LEVEL USER

MEMBER PORTAL - EDIT / VIEW PROFILE

HOME PAGE

GEORGE W WAUGH

EDIT MY PROFILE

Please do not change Profile Relation Types.

If you need to submit a notice of death, please contact JD Foster at jfoster@mcleague.org

Edit profiles related to: *Click on "Me" to also see your Detachment*

Me

Me

1025 GEN LARRY OPPENHEIMER

SELECT "Me" TO EDIT / VIEW YOUR PROFILE

SELECT "DETACHMENT" TO EDIT / VIEW ALL PROFILES

ONLY USE ONE OF THESE TWO ENTRY POINTS

MEMBER PORTAL - FIND A MEMBER IN LIST

EDITABLE PROFILES RELATED TO 1025 GEN LARRY OPPENHEIMER   Add New Profile

Profile

JOEL WILSON
☐ MAIN CONTACT
☐ EDITOR
☑ RECEIVES COMMUNICATION
☐ BILLING CONTACT
Relation Type (DO NOT CHANGE)   Voting Member
Title (DO NOT CHANGE) COMMANDANT

Edit Profile

DAVID YURKOVICH
☐ MAIN CONTACT
☐ EDITOR
☑ RECEIVES COMMUNICATION
☐ BILLING CONTACT
Relation Type (DO NOT CHANGE)   Voting Member
Title (DO NOT CHANGE) Life Member

Edit Profile

JOHN J BYRNES
☐ MAIN CONTACT
☐ EDITOR
☑ RECEIVES COMMUNICATION
☐ BILLING CONTACT
Relation Type (DO NOT CHANGE)   Voting Member
Title (DO NOT CHANGE) Life Member

Edit Profile

Once list appears suggest you change to 50 members per page first for a faster lookup. Note names not listed in any specific order.

Scroll to bottom of list to change the number per page.

|◄ ◄ **1** 2 ► ►| 5 ▼   items per page   1 - 50 of 89 items   ↻

DO NOT CLICK / ENTER / CHANGE INFORMATION THESE AREAS

MCL DATABASE DETACHMENT LEVEL USER

MEMBER PORTAL - FIND A MEMBER IN LIST

dateProfile.aspx?ProfileId=3LTW995O90...

Fain   1/1   ∧ ∨ ✕

SEARCH BOX

PRESS CTRL KEY + F BUTTON / BOX APPEARS AT TOP OF PAGE / TYPE NAME TO SEARCH FOR / PRESS ENTER

Note, only searches on page you are on. See bottom of member list to change pages. Suggest you change to 50 members per page for a faster lookup.

KENNETH N **FAIN**

☐ **MAIN CONTACT**

☐ **EDITOR**

☑ **RECEIVES COMMUNICATION**

☐ **BILLING CONTACT**

Relation Type (DO NOT CHANGE)   Voting Member ⌄

Title (DO NOT CHANGE)   Life Member

DO NOT CLICK ON OR CHANGE ANYTHING IN THIS AREA

Edit Profile

CLICK PROFILE UPDATE

NEVER CHANGE A MEMBERS PROPER NAME / USE TRANSMITTAL + PAPERWORK
NEVER CHANGE THE DETACHMENT NAME / NAME IS A LEGAL REGISTERED IDENTITY

MEMBER PORTAL

A CURRENT DETACHMENT ROSTER CAN BE REQUESTED FROM THE DEPARTMENT COMMANDANT OR PAYMASTER AT ANYTIME. ONE WILL BE SENT QUARTERLY

You cannot print a Detachment Roster from the Member Portal

YOU WILL RECEIVE AN EMAIL VERIFICATION FROM NATIONAL OF YOUR TRANSACTION

MAKE YOUR CHANGES IN ALL CAPS SO PRINTOUTS ARE UNIFORM, CONSISTANT AND EASY TO READ

IF YOU HAVE MADE ANY CHANGES TO A PROFILE SELECT SAVE AND SUBMIT AT BOTTOM OF WINDOW

KENNETH N FAIN

General Information

Additional Addresses

Additional Phones

Additional Email Addresses

Social Media

Update Your Preferences

GENERAL INFORMATION

PREFIX

FIRST NAME
KENNETH

MI
N

LAST NAME
FAIN

SUFFIX

REPORT NAME
KENNETH N FAIN

PERSONAL TITLE
JR VICE COMMANDANT

ADDRESS 1
9429 W 111TH TERRA

CITY   STATE/PROVINC ZIP   ZIP EXT
OVERLAND   E   66210   1706
               KS

Save and Keep Working   Save and Submit   Cancel

IF A MEMBER'S PROPER NAME NEEDS TO BE CHANGED SUBMIT VIA TRANSMITTAL + PROPER PAPERWORK

DO NOT ADD OR CHANGE NAMES TO NICK NAMES, ex Doc

MEMBER PORTAL - EMAIL VERIFICATION OF DATA CHANGED

From: info@mcleague.org
Date: April 8, 2021 at 5:52:41 PM CDT
To:
Subject: Profile Change Request for KENNETH N FAIN

Thank your for submitting changes to your profile. The time you took will help us maintain accurate data. The changes are not immediate. Please allow our staff a few days to review the changes.

MEMBER PORTAL - VIEW PROFILE FOR DETACHMENT

HOME PAGE

GEORGE W WAUGH

EDIT MY PROFILE

MCL MEMBER LEVEL
MEMBER WITH A PASSWORD CAN
VIEW ONLY THEIR DATA

Please do not change Profile Relation Types.

If you need to submit a notice of death, please contact JD Foster at jfoster@mcleague.org

Edit profiles related to:

Me

Me

1025 GEN LARRY OPPENHEIMER

Profile

1025 GEN LARRY OPPENHEIMER

☐ **MAIN CONTACT**

☑ **EDITOR**

ONLY VIEW THE INFORMATION IN THIS AREA
**IF CHANGES NEED TO BE MADE SUBMIT THEM
TO YOUR DEPARTMENT PAYMASTER**

MCL DATABASE DETACHMENT LEVEL USER

ROSTER AVAILABLE FROM YOUR DEPARTMENT UPON REQUEST

The Detachment Roster still be sent quarterly to Departments and can be requested from Detachments to Department upon request.

NEW- EACH MEMBER / DETACHMENT / DEPARTMENT / DIVISION HAS A PROFILE ID IN THE NEW SYSTEM

A PROFILE ID IS A UNIQUE IDENTIFIER CODE IN THE MCL INFORMATION SYSTEM DATABASE + CURRENT MCL NUMBER AND LIFE MEMBER NUMBER

THE PROFILE ID WILL NOW APPEAR ON ALL REPORTS GENERATED FROM THE MCL INFORMATION SYSTEM & USED ON ROIs AND TRANSMITTALS