



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

MARINE CORPS LEAGUE INFORMATION SYSTEM

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

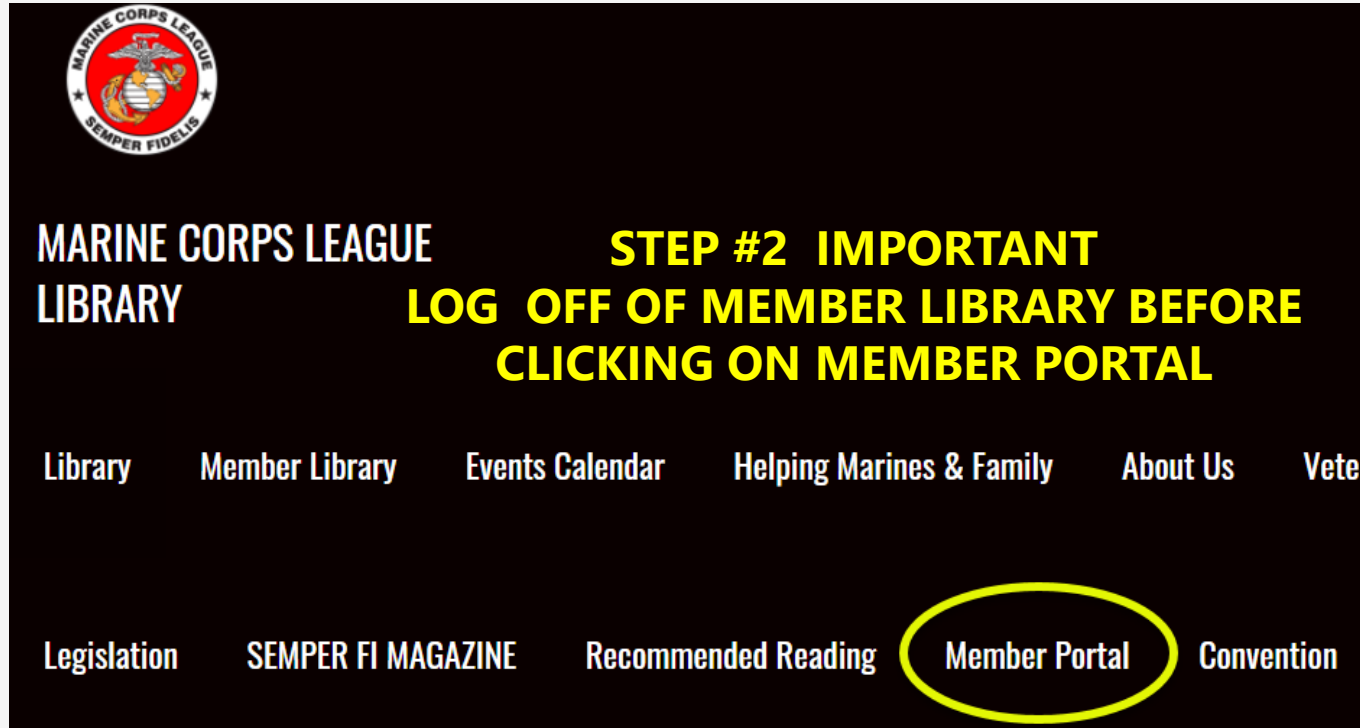
CLICK 101 MEMBER PORTAL VIDEO

After watching video move to next page

MCL DATABASE DETACHMENT LEVEL USER

MARINE CORPS LEAGUE INFORMATION SYSTEM

MCL NATIONAL WEBSITE / www.mclnational.org



The screenshot shows the Marine Corps League website navigation menu. At the top left is the Marine Corps League logo, which features a globe with an eagle and the motto "SEMPER FIDELIS". Below the logo, the text "MARINE CORPS LEAGUE LIBRARY" is displayed. In the center, a yellow text overlay reads "STEP #2 IMPORTANT LOG OFF OF MEMBER LIBRARY BEFORE CLICKING ON MEMBER PORTAL". The navigation menu consists of two rows of links: "Library", "Member Library", "Events Calendar", "Helping Marines & Family", "About Us", and "Veterans" in the first row; and "Legislation", "SEMPER FI MAGAZINE", "Recommended Reading", "Member Portal", and "Convention" in the second row. The "Member Portal" link is circled in yellow.

LOG OFF LIBRARY

CLICK ON MEMBER PORTAL

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

MEMBER PORTAL - EDIT / VIEW PROFILE

MEMBER LOGIN

Member Portal Home

Stay Informed

Change Username / Password

Take A Survey

Profile Update

Add A Coupon

CLICK ON PROFILE UPDATE

GEORGE W WAUGH



DO NOT CLICK ON OR ADD A COUPON

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

MCL DATABASE DETACHMENT LEVEL USER

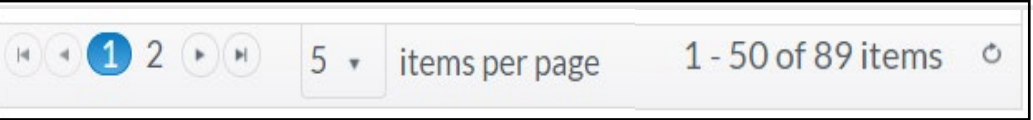
MEMBER PORTAL - FIND A MEMBER IN LIST

EDITABLE: PROFILES RELATED TO 1025 GEN LARRY OPPENHEIMER Add New Profile

Profile		
JOEL WILSON		
<input checked="" type="checkbox"/> MAIN CONTACT		
<input checked="" type="checkbox"/> EDITOR		
<input checked="" type="checkbox"/> RECEIVES COMMUNICATION		
<input type="checkbox"/> BILLING CONTACT		
Relation Type (DO NOT CHANGE)	Voting Member	
Title (DO NOT CHANGE)	COMMANDANT	
DAVID YURKOVICH		
<input type="checkbox"/> MAIN CONTACT		
<input type="checkbox"/> EDITOR		
<input checked="" type="checkbox"/> RECEIVES COMMUNICATION		
<input type="checkbox"/> BILLING CONTACT		
Relation Type (DO NOT CHANGE)	Voting Member	
Title (DO NOT CHANGE)	Life Member	
JOHN J BYRNES		
<input type="checkbox"/> MAIN CONTACT		
<input type="checkbox"/> EDITOR		
<input checked="" type="checkbox"/> RECEIVES COMMUNICATION		
<input type="checkbox"/> BILLING CONTACT		
Relation Type (DO NOT CHANGE)	Voting Member	
Title (DO NOT CHANGE)	Life Member	

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.



DO NOT CLICK / ENTER / CHANGE INFORMATION THESE AREAS

