

GETTING THE MOST FROM MNASE.ORG

A quick guide for MASE members to log in, navigate the Member Compass, and find key resources



LOGGING IN & FINDING YOUR MEMBER COMPASS

- Click **Login** in the top-right corner of any page on the site.
- First time logging in? Choose "**Create an Account**" from the Membership & Account Access box — this is for current members who don't yet have a user login set up.
- Once logged in, you'll land on your **Member Compass** — your personal dashboard for everything membership-related.



USING THE MEMBER COMPASS TABS

- **Profile** — update your contact info and mailing address. Add a personal email in the appropriate field in addition to your professional email (helpful if your district's spam filter blocks MASE emails). We also encourage you to add your photo, so other members can identify you easily at conferences and other events.
- **Account History** — view and pay open invoices. Use "Batch Actions" to print multiple transactions, or "Pay Balance" to pay all at once (Primary Billing contacts can pay for their whole district here).
- **Member Directory** — look for the link in the center of the Member Compass page to search for other MASE members. Use the "Filters" button to narrow the list to a specific MASE Area.



WHERE TO FIND ANSWERS — THE FAQ PAGE

- Visit mnase.org/faqs — or click About > Frequently Asked Questions from the main menu, or find "MASE FAQs" in the footer of any page.
- Topics covered include membership, communication/email issues, and professional development & conferences — including how to access CEU certificates and SLICE session slides (login required).



A FEW MORE HELPFUL TIPS

- **Not getting MASE emails?** Ask your IT department to whitelist mnase.org and Mailchimp's IP range, or add a personal email address to your Profile's "Professional Contact" field.
- **Invoice showing unpaid?** This usually means your district doesn't have a Primary Billing contact set up yet — contact the MASE office to get one assigned.
- **Need help?** Reach the MASE office at 651-299-0502 or through the Contact Us page at mnase.org.

WHAT YOU CAN FIND AT MNASE.ORG



PROFESSIONAL LEARNING

- Fall Leadership Conference
- Best Practices Conference
- Finance Academy
- New Directors and Assistant Directors Cohort
- SLICE of Collaboration Sessions



LEGISLATIVE

- Legislative Platform (updated annually)



AWARDS & SCHOLARSHIPS

- MASE Administrator of the Year Award
- MASE Distinguished Service Award
- MASE Legacy Award
- MASE New Special Education Leader Award
- Stenswick-Benson Scholarship (applications open in Q1 of each year)
- MNSELF Foundation grants (awarded year-round)



NEWS

- Weekly *MASE in Your Mailbox* newsletter archive
- Blog posts on state and federal policy and other topics



CONTACT INFO

- Board
- Staff
- Committees