

NAIOP

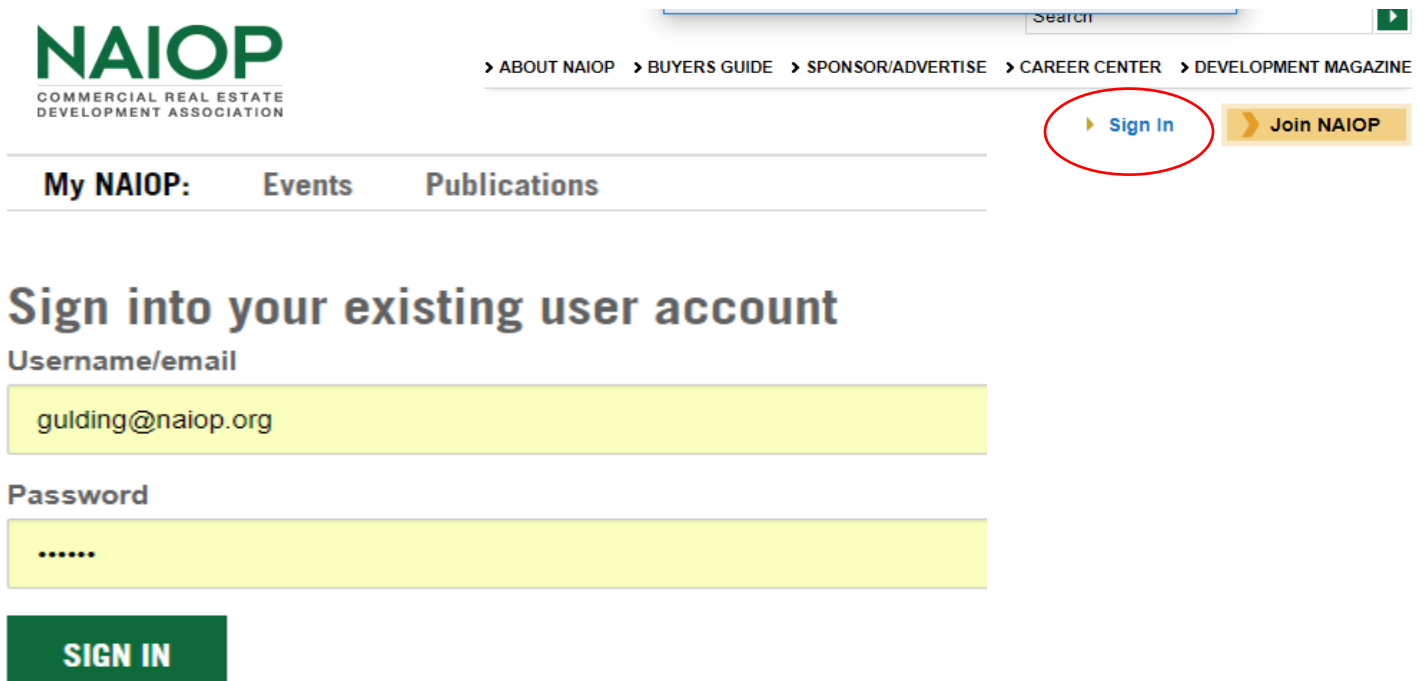
COMMERCIAL REAL ESTATE
DEVELOPMENT ASSOCIATION

INSTRUCTIONS FOR VIEWING STUDENTS WITH UNIVESRTIY MEMBERSHIP

Welcome to the NAIOP Chapter Reports section of www.naiop.org! These reports are auto-updated and have been designed to help you keep your chapter membership information as current as possible, so feel free to forward your comments and suggestions to us. Please contact me via email (gulding@naiop.org) if you encounter any problems accessing your data. Thank you for using Chapter Reports!

How to Access Chapter Reports

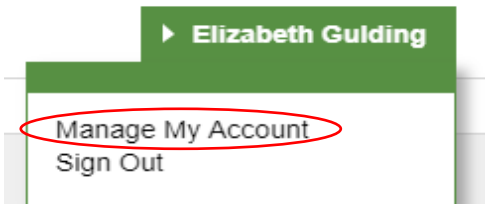
Log into the NAIOP portal from the homepage (www.naiop.org) by choosing “Sign In” and using your email address and member number as password (unless you changed your password).



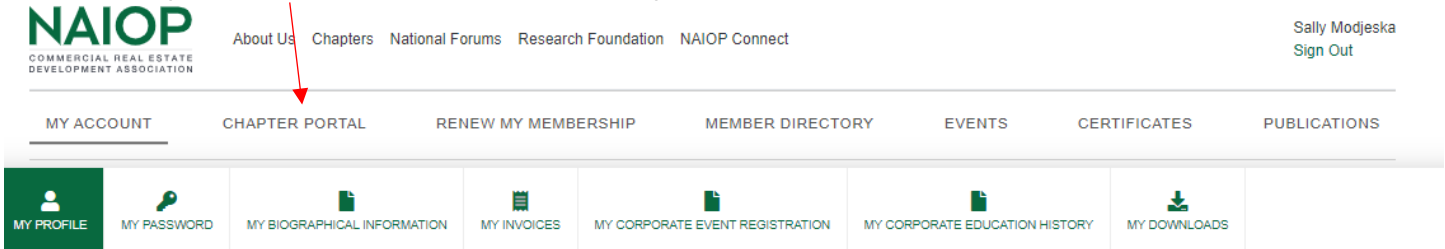
The screenshot shows the NAIOP homepage with the following elements:

- NAIOP logo and tagline: COMMERCIAL REAL ESTATE DEVELOPMENT ASSOCIATION
- Search bar with a search icon.
- Navigation menu: > ABOUT NAIOP > BUYERS GUIDE > SPONSOR/ADVERTISE > CAREER CENTER > DEVELOPMENT MAGAZINE
- Buttons: "Sign In" (circled in red) and "Join NAIOP".
- My NAIOP: Events Publications
- Sign-in form:
 - Section: **Sign into your existing user account**
 - Label: **Username/email**
 - Input field: `gulding@naiop.org`
 - Label: **Password**
 - Input field: `.....`
 - Button: **SIGN IN**

Once you have logged in, you will see your name appear in the upper right hand of the homepage. Click on your name and choose Manage My Account. This will take you to your account page.



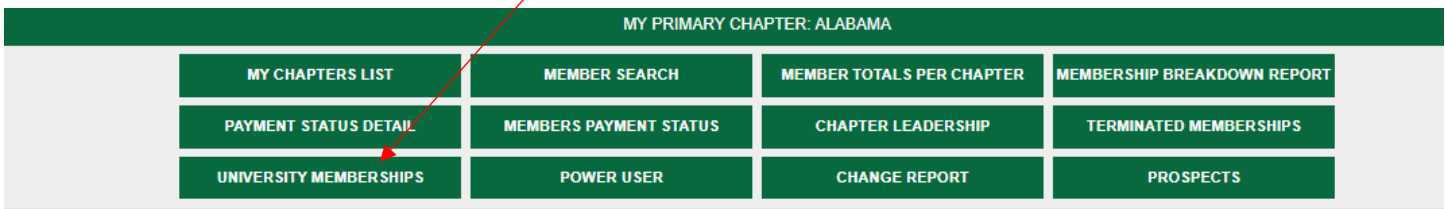
Choose Chapter Portal to have access to the reports.



University Memberships Report

The report lists all students participating in the University membership program with email and corresponding school. These students, while members of NAIOP, are not included in the chapter's member list because the school/university is considered the "member" not the participating students.

To access choose UNIVERSITY MEMBERSHIPS button.



Results will appear:

University Memberships

EXPORT ALL TO EXCEL

Primary Chapter	Member ID	Customer Contact	First Name	Last Name	School	Email	Phone	Birthday	Join Date	Expiration Date
Alabama	684398	Armstrong, Martell	Martell	Armstrong	Auburn University	mva0006@auburn.edu			08/09/2022	08/31/2024
Alabama	684399	Boissonnault, Sean	Sean	Boissonnault	Auburn University	slb0135@auburn.edu		11/21/1984	08/09/2022	08/31/2024
Alabama	684400	Boutwell, Taylor	Taylor	Boutwell	Auburn University	tz0037@auburn.edu			08/09/2022	08/31/2024
Alabama	684401	Briggs, Kevin	Kevin	Briggs	Auburn University	kjb0076@auburn.edu			08/09/2022	08/31/2024
Alabama	684402	Charette, William	William	Charette	Auburn University	wcc0050@auburn.edu			08/09/2022	08/31/2024
Alabama	684403	Crawford, Stephen	Stephen	Crawford	Auburn University	scc0095@auburn.edu			08/09/2022	08/31/2024

To download in Excel format choose the EXPORT ALL TO EXCEL button.