



Congratulations, your group membership is active!

What happens now?

Use this checklist to help you launch the membership internally to your staff and board.

- ☐ **Fill out the Credit Union Usage [Form](#).** Filling out this form helps us tailor your onboarding session specific to your credit union's needs.
- ☐ **[Schedule](#) your onboarding session to learn how to leverage your member benefits.** CUES will meet with you for a benefits overview, show you your access as an admin for your credit union, and answer any questions you have about your membership.
- ☐ **Update your users.** You can do this through the admin features on cues.org or send CUES your list of staff/board and we will do the initial upload for you.
Include First and Last Name, Title, and Email Address.
- ☐ **Send an internal email to your staff/board** to let them know this membership is ready for their use.
- ☐ **Share our Scavenger Hunts** to simplify your staff/board's ability to access their benefits and leverage them as they accomplish new goals in their career.
 - [Staff Scavenger Hunt](#)
 - [Board Scavenger Hunt](#)
- ☐ **Find a pathway to share** with your credit union in [CUES Learning Portal](#)
- ☐ **Check out the [CUES Member Community](#)** in CUESNet and access our toolboxes!
- ☐ **Check out our [Webinar Series](#) and [Elite Access Virtual Classrooms](#) for online learning**, and register your staff/board to attend — these are free!
- ☐ **Take a course through [Harvard ManageMentor](#)**® and/or assign to staff.

If you have any questions throughout your CUES journey, please contact our Membership Team!
800.252.2664, ext. 340 | Canada: 604.559.4455 | membership@cues.org

