



Council for
Exceptional
Children

Managing Your CEC Member Profile

Welcome to CEC! We're glad you're here.

To get started with your new Pre-Service Student membership, follow the instructions in this guide. If you need assistance with your account at any time, please contact CEC Member Services. You can find ways to contact them on the last page of this guide.

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Navigate to any section of this guide by clicking **GO THERE**. Return to this table by clicking **RETURN** on any page in the top right corner.

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For accessibility options, click this icon.



For chat assistance, click this icon.

Can I answer any questions about membership options?



Your Membership Profile

This is your membership home page. You'll use this page to update your contact information with CEC, your communication preferences, and more.

My Profile

This is your basic contact information section.

Test Professional (#1228935)
 NA
 3100 Clarendon Blvd.
 Suite 600
 Arlington, VA 22201

Upload Photo

Membership Info

Type: Individual Member
 SubType: Professional Basic
 Expires: 12/31/2024
 Joined: 12/14/2022
 Unit: Virginia

RENEW MEMBERSHIPS/ADD DIVISIONS

Account Actions

- ⊗ Edit Profile
- ⊗ Address Book
- ⊗ Contact Information
- ⊗ Demographics
- ⊗ Bio
- ⊗ Opt In and Out
- ⊗ Pay Outstanding Orders
- ⊗ Change Username
- ⊗ Reset Password

This is where you can manage all the details about your membership and update your preferences.

This is where you can find all the demographic information that you've provided to CEC.

Demographics

Description

Primary Area of Interest (Select One): Other

Secondary Areas of Interest (Select Many): Other

Professional Role: Other

Employment Setting: Non-Profit

2/26/2023

This is where you can see your member type, renewal dates, Unit, and more. You can add additional years or Special Interest Divisions using the large red button.

Company Affiliations

Not affiliated with any companies.

This is where you can view recent orders with CEC. You can download copies of your receipts by clicking the icon in the "View" column.

Recent Orders

Click the arrow to view order details.

Order #	Order Date	Billed To	Total	View
▶ 47685	4/7/2023	Test Professional	\$0.00	
▶ 47208	3/30/2023	Test Professional	\$0.00	
▶ 47050	3/27/2023	Test Professional	\$0.00	
▶ 46422	3/15/2023	Test Professional	\$0.00	
▶ 43745	2/7/2023	Test Professional	\$0.00	
▶ 39522	12/14/2022	Test Professional	\$0.00	

Edit Profile

This is where you'll let us know your basic contact information, such as your name, title, and company.

My Profile

Prefix:

First Name:^{*}

Middle Name:

Last Name:^{*}

Suffix:

Position Title:

Company Name:^{*}

Company Dept:

I wish to delete my Account.

Account Actions

- Edit Profile
 - Address Book
 - Contact Information
 - Demographics
 - Bio
 - Opt In and Out
 - Pay Outstanding Orders
 - Change Username
 - Reset Password
-
- Return to User Account

All fields with an asterisk are required.

When finished, click **SAVE**.

SAVE

Address Book


This is where you'll let us know your detailed contact information, such as your address.

To add a new address, select **ADD NEW ADDRESS**.

To modify an existing address, click **EDIT**.

My Profile

ADD NEW ADDRESS

 **Employment Address**

Test Professional
NA
3100 Clarendon Blvd.
Suite 600
Arlington, VA 22201

Edit

Address Book

This is where you'll let us know your detailed contact information, such as your address.

About the Fields on This Page

- Type of Address: This tells CEC if your address is your home or office address.
- Primary Address: Select this if you have more than one address on record. This will tell CEC which address you prefer.
- Invoice Address, Directory Address, and Hold: Disregard these boxes.
- Salutation: This is how you would like to be greeted (your first name).
- Name: Update your name if you would prefer.
- Position: This tells CEC your current title.
- Company: This tells CEC your district's name.
- Department: If you have a special division you work for, enter it here.

My Profile

Type of Address:

Company Billing Address

Primary Address:

Invoice Address:

Directory Address:

Hold:

Salutation:

Test

Name:

Test Professional

Position:

Company:

NA

Department:

Address Book

This is where you'll let us know your detailed contact information, such as your address.

About the Fields on This Page

- **Address 1:** Use this line as your primary mailing address line. You can enter other lines next.
- **Address 2:** Use this for any additional address information (ie: ATTN lines or suite numbers).
- **Country:** Leave blank. This will update based on your ZIP code. International members may need to edit this field manually.
- **ZIP Code:** Enter your mailing ZIP code. This will automatically update your city, state, and county.
- **City:** Enter only if the city does not match. There is a dropdown of corresponding cities in that zip code on the right side.
- **State:** Enter only if the state or province is not listed. International members may need to edit this field manually.
- **County:** This will automatically update based on the ZIP code. International members may need to edit this field manually.

Address 1:

Address 2:

Country:

Zip Code:

City:

State:

County:

Address Book

This is where you'll let us know your detailed contact information, such as your address.

About the Fields on This Page

- Notes: Enter any notes you may need here. *CEC will not see this information.*
- Congressional District: Leave blank.
- State Senate District: Leave blank.
- State Legislature District: Leave blank.

Notes:

Congressional Dist:

State Senate Dist:

State Legislature Dist:

Once all fields have been updated, click the red button that says **SAVE ADDRESS**.

SAVE ADDRESS

CANCEL

Contact Information

This is where you'll let us know your preferred method of contact (phone, email, etc.).

To add a new method of communication, select **ADD NEW COMMUNICATION**.

To modify an existing method, click **EDIT**.

My Profile

ADD NEW COMMUNICATION

Email

testpro@ceconline.com

Edit Delete



Contact Information

This is where you'll let us know your preferred method of contact (phone, email, etc.).

About the Fields on This Page

- Purpose: Select the type of communication you're adding (phone, email, website, etc.).
- Email Address: Enter the new email address. This field will change depending on the type of communication being added.
- Is Key Email: Select this box if there is more than one contact method of this type on the account. This will tell CEC that this is your preferred contact method.
- In Directory: Leave blank.
- OK to Broadcast: Leave checked.

My Profile

Purpose: *

Email

Email Address: *

Is Key Email:

In Directory:

OK to Broadcast:

SAVE COMMUNICATION

CANCEL

Once all fields have been updated,
click the button that says
SAVE COMMUNICATION.

Demographics

This is where you can let CEC know more about you. The information in this section is **confidential** and only used to support you throughout your membership. If there is a question you are not comfortable answering, the option of “Other” or “I’d rather not say” is available for every question.

About the Fields on This Page

- **Primary Area of Interest:** Where do you focus most of your time? Select just one area.
- **Secondary Areas of Interest:** Tell us where you have other interests outside of your primary interest. Select all that apply.
- **Professional Role:** What is your role at your current organization?
- **Employment Setting:** In what type of setting do you work? Public or private school, college, or other type of organization?
- **Responsibility:** What type of educator are you? Are you general education, special education, a family member, or other?
- **Age Level Served:** Tell us what age level you primary work within.
- **What year did you receive your Bachelor’s degree?:** Let us know when you received your Bachelor’s degree. If you haven’t graduated yet, you can select a future semester.
- **Do you have a disability?:** Let us know if you have a disability.

My Profile

Demographics

Primary Area of Interest (Select One) *

Other

Secondary Areas of Interest (Select Many) *

Other

Professional Role *

Other

Employment Setting *

Non-Profit

Responsibility *

Other

Age Level Served *

Other

What year did you receive your Bachelor's degree? *

I prefer not to answer.

Do You Have a Disability? *

I'd rather not say

Why do you ask these questions?

We ask these questions to ensure that we hear all voices in our membership and support them in a way that matters most to them. For example, if you’re the first to go to college in your family, that lets us know that you might need additional support as you navigate your college career and first days in the classroom. We also offer support groups based on demographic information, such as our [Affinity Groups](#) and [Special Interest Divisions](#).

Demographics

This is where you can let CEC know more about you. The information in this section is **confidential** and only used to support you throughout your membership. If there is a question you are not comfortable answering, the option of “Other” or “I’d rather not say” is available for every question.

About the Fields on This Page

- Birthyear: Let us know your birth year if you would like.
- Ethnicity: Let us know your ethnicity.
- Gender: Let us know your gender.
- Sexual Orientation: Let us know your sexual orientation.
- First-Generation College Student: Let us know if you’re the first in your family to go to college.
- Local Chapter: If you know your local chapter number, enter it here. If you do not know it, leave this field blank.

Birthyear

Ethnicity *

Gender *

Sexual Orientation *

First-Generation College Student *

Local Chapter



Once all fields have been updated, click the button that says **SAVE**.

Why do you ask these questions?
 We ask these questions to ensure that we hear all voices in our membership and support them in a way that matters most to them. For example, if you’re the first to go to college in your family, that lets us know that you might need additional support as you navigate your college career and first days in the classroom. We also offer support groups based on demographic information, such as our [Affinity Groups](#) and [Special Interest Divisions](#).

Biography

This is where you can let CEC know more about your background and upload a copy of your bio statement as well as your CV.

About the Fields on This Page

- Profile Photo: You may upload a photo here.
- Bio Statement: You may enter your biography.
- Upload Your CV: You may upload your CV.

My Profile



Upload

Bio Statement:

Upload Your CV

Add New

Doc	Edit	Delete	Owner	Document Info	Last Changed
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No documents to display, please select Add New to start uploading your document.

SAVE

Once all fields have been updated, click the button that says **SAVE**.

A note about this section:
CEC does not engage in recruitment through our database. Any information entered here is voluntary and not used in any recruitment efforts.

Opt Ins and Opt Outs

This is where you can let CEC know which types of emails you would like to receive and manage your journal preferences.

About the Fields on This Page

- **Opt-in Email Newsletters:** CEC offers many regular email communications. Let us know in this section which ones you'd like to receive.
- **Marketing:** Let us know your preferences for our marketing emails in this section.
- **CEC Journals:** Let us know if you would like to receive your journals in print or digital format. Basic members receive these in digital-only format; Full and Premier members can select print or digital format. **All users are opted-out of paper journals by default;** to change this setting, uncheck the box.
- **Unsubscribe:** If you prefer to receive no emails of any kind from CEC, check this box.
- **Affinity Groups:** You may join one of CEC's FREE Affinity Groups by checking any box in this area. To learn more about Affinity Groups, [visit our website](#).

An important note about unsubscribing:

If you unsubscribe from all CEC emails, we will not email you regarding marketing, promotional, or engagement-related opportunities. However, CEC is permitted to email you, even if you unsubscribe, regarding your renewal.

Once all fields have been updated, click the button that says **SAVE**.

My Profile

You have the option to be included on the following communication lists.

Opt-In Email Newsletters

Policy Insider (Weekly)

President's Newsletter (Monthly)

Division Dialogue (Monthly)

Membership Minute (Monthly)

Special Education TODAY (Weekly)

Marketing

Send me info about the CEC Convention

Send me info about CEC Journals/Books

CEC Journals

Opt out of Print Copies of Exceptional Children

Opt out of Print Copies of Teaching Exceptional Children

Unsubscribe

Send No Emails (This unsubscribes you from all resource, content and marketing emails)

Affinity groups

Opt into the Hispanic/Latino Affinity Group

Opt into the Asian/Asian American / Pacific Islander Affinity Group

Opt into the Educators with Disabilities Affinity Group

Opt into the LGBTQ+ Affinity Group

Opt into the Black Affinity Group

Opt into the American Indian, Alaska Native Affinity Group




Open Orders

This is where you can pay any outstanding balances with CEC. **This is not common.**

My Profile

Open Orders

Below is a list of outstanding orders. Use an arrow to expand the order and enter the amount you wish to pay on each item. Click outside of the amount textbox after entering the payment amount to see the updated Total Payment.

If you wish to pay the order in full, you can easily select it by clicking on the  icon to the left of the order number. The icon will light up to indicate the order will be paid in full. Click a lit up icon to unselect the order.

Select All Orders

Collapse All Orders

	Order #	Order Date	Due
<i>There are no open orders.</i>			

Total Payment: \$0.00

MAKE A PAYMENT

Changing Your Username

This is where you can update your login username. Select any username you would prefer but CEC advises against using email addresses in this section. You will need to log out of your current website session and back in again to access your benefits.

My Profile

Change Your Username

If you would like to change your website username, enter your new desired username below and click "Change Username" button.

This action will sign you out of the website and you will need to sign in again with your new username.

Current Username:

testpro

New Username: *

CHANGE USERNAME

Once you have selected a new username, click the button that says **CHANGE USERNAME**.

Changing Your Password

This is where you can update your password. Select any password that is at least 6 characters long and not the same as your username.

My Profile

Password Reset

In order to reset your password, please enter your current password and the new password you would like to use. The password cannot be the same as your username and needs to be at least 6 characters long.

Current Password: *

New Password: *

Confirm New Password: *

RESET PASSWORD

Once you have selected and confirmed new password, click the button that says **RESET PASSWORD**.

Want to learn more about your CEC membership?

Visit our website to register for a Welcome Webinar session where you can learn about the history of CEC, discuss your membership and its features and benefits, and how to make the most of your membership.

Join us live or watch the pre-recorded video on-demand.

[Click Here to Learn More](#)



(888) 232-7733 (Toll Free)
(703) 620-3660 (International)
or call using your Telecommunications Relay Provider



exceptionalchildren.org



exceptionalchildren.org/help



service@exceptionalchildren.org

Thank
You

CEC Member Services is available Monday to Friday from 9:00am to 5:00pm Eastern.