

HOW TO ACCESS YOUR CHAPTER ACCOUNT AND AFFILIATE YOUR MEMBERS



New advisor taking over an existing chapter?

If you are receiving this via email, it means that someone has already notified our AzHOSA office of the change, and our office has updated the chapter to reflect your name and email as the primary advisor.

(Note - any other demographic changes (billing/shipping address, principal contact info, etc. must be made by the advisor. **DO NOT change the name of the chapter itself.**)

1.

When you receive your chapter number...

...go to <https://www.apps.hosa.org>, OR, go to www.hosa.org and select the "Login" option along the top right of the screen.

Use the "forgot password" option, and enter the chapter number as your UserID.
You will receive an email to reset your password for the year.

2.

Once you're logged in...

When you have approval and are ready to enter members, start with the "+" button under the membership bar. That will walk you through the 6 steps of affiliating your chapter and entering members for the year.



Be careful!!

Once members are added and you submit the application, members can no longer be removed!

Any spelling errors also have to be corrected by the AzHOSA office, so take extra care when entering your members for the year!



QUESTIONS?

Contact us:
Sandra.Oligny@azed.gov
(o) 602.542.5770