Key Contact
Guide Book
Virginia Library Association
Guide to Affiliate Membership as the Key Contact of Your Library
Add/Remove Employees

Login to the VLA website and click these links to add or remove employees from your Affiliate Membership.

Hover over “My Profile”
Then click “Your Organization”
Then click “Individual Profiles”
Add/Remove Employees

In your Individual Profiles screen, you can Create Linked Profiles. You will need the first name and last name of each employee. We recommend making the Username the same as their email address for simple password recovery.

To remove an employee, click “Unlink” on the right side of the screen. You will be asked to confirm. When you reload your screen, that employee name will be gone.