

New Membership Certificates

To receive your new certificate, you must verify that your Organization's record is up-to-date. Here are some things you need to know to complete that process.

Membership



Organizations can join our network of libraries, hospitals, public health departments, community & faith-based organizations that provide health information services.

Our Members Directory contains a record about each Member organization, to help others find facilities in their area that can provide health information for their specific needs.



NNLM Accounts

Individuals can create personal accounts to register for classes offered by NNLM.

NNLM Liaisons can use their personal account to update their Organization's record in our Directory.

How Do I Obtain a New Certificate?

Step 1: Create an NNLM Account

Go to: <https://nnlm.gov/user/join>

Fill out the form to create an account.

Note: To be able to edit your Organization's record in our directory, you must:

- ✓ Fill in the "Organization" field - it will search for your Organization in our directory as you type!
- ✓ Select "NNLM Liaison" when asked for your Role/Position.

Step 2: Wait for us to Approve your Account

Account approval is not immediate - it may take a few days to process your application.



When your account has been approved, you will receive an email with a link to set your password.

Step 3: Log in and View Your Profile

Click "Log in" at the bottom of <https://nnlm.gov>

Enter your username and password.

Scroll back to the bottom of the homepage and click "View Profile".

Step 4: Edit your Organization

On the right-hand side of your profile should be a section for Organizations - if you followed these instructions, your Organization should be listed here!

Click on your Organization's name to review and edit the record.

- ✓ Your organization's name cannot be in all caps.
- ✓ Include your branch, campus or library name if it is different from the main organization.
- ✓ Are the address and telephone number correct?

Step 5: Click "Save Organization" - Even if you did not make any changes!

That's it! After we have received your updates we will send out your certificate, addressed to your NNLM Liaison.