



## ANS Sections - FILE ARCHIVE sign-up

If your Section is ready to begin participating in the FILE ARCHIVE system, please complete the following form and submit it to [admin@ans.org](mailto:admin@ans.org)

- \* You are allowed up to five people with access to the ARCHIVE (usually 4 officers and an “alternate”).
- \* Each person will be assigned a user ID and a password (you may NOT change these – all changes are made by ANS in the IT Department).
- \* ID and password information will be emailed to each individual by the ARCHIVE “administrator” in our IT department

Local Section Name \_\_\_\_\_

or

Student Section Name \_\_\_\_\_

State \_\_\_\_\_

Individual's full name	Position title (see list below)	Individual's email address

Here are some examples of position titles:

- chair
- vice-chair
- secretary
- treasurer
- webmaster
- past chair
- alternate

Please keep your titles “simple.”

Submit completed form to: [admin@ans.org](mailto:admin@ans.org)