

New Online System FAQ's

Q: What are my username and password?

A: Your username is your email address. Your Password was sent to you in an email. If you did not receive the email please contact affiliation@fcclainc.org to request the information; it cannot be provided over the phone. Due to the new system installation, we are handling many requests. Please allow at least one business day for a response.

Q: If I am advising two or more chapters, how do I get to my second chapter?

A: Your username is your unique identifier. Additional chapters need to have a separate email address associated with them. Email accounts such as: Gmail, Hotmail or Yahoo will suffice.

Q: Why is the total amount of money for the affiliation incorrect?

A: Please ensure that all students you wish to include have a check box filled out beside their name.

Q: Can you delete my old affiliation so I can enter it in the new system?

A: No, anything submitted prior to October 1st is in the process of being uploaded into the new system by National staff.

Q: Can we still mail in forms?

A: Yes, for the remainder of this year only. However, not affiliating online will delay the processing of your information.

Q: Can we do Middle Level Program & Urban in the new system?

A: Not at this time. Affiliate as you have in the past. These options are scheduled to be built into the new system at a later date.

Q: Our Tech center has one designated person to handle affiliation. What do we do?

A: You must get email addresses and passwords from each PRIMARY adviser.

Q: The Adviser was not recognized as the primary adviser -

A: Please contact affiliation@fcclainc.org to request the information; it cannot be provided over the phone. Due to the new system installation, we are handling many requests. Please allow at least one business day for a response.

Q: My email address was not recognized-

A: Please contact affiliation@fcclainc.org to request the information; it cannot be provided over the phone. Due to the new system installation, we are handling many requests. Please allow at least one business day for a response.

Q: 10/10/2009 When I try to affiliate I get a box message that states *You must select at least one student to affiliate, click here to reload your page.*

You must check the check boxes of any or all of the students you wish to affiliate then click on the affiliate button.

Q: 10/20/2009 All of my students are showing as “Comprehensive”. When I try to change to “Occupational”, it cannot be done. The message “change failed” appears.

A: Simply change affiliation type under “edit chapter properties” and edit accordingly. You can choose from Occupational, Comprehensive, or Both. This fix may not work in Internet Explorer browser, it does however work without error in *Firefox browser* found [HERE](#) and/or *Google Chrome browser* found [HERE](#)

If you have any questions please contact FCCLA National Headquarters by email at affiliation@fcclainc.org