APSA Department Officers Guide

Thank you for utilizing your department account with APSA. Below we have created a guide to help department officers manage their department account. The APSA User Home Page is the starting point to manage the department account for department officers.

All individuals linked to a department account have access to the Department Portal providing them with access to webinars, resources, and department member benefits.

Accessing User Home Page

1. Log into apsanet.org
2. Click on your name in the right-hand corner

Renewing Department Membership

1. Navigate to your APSA User Home Page
2. Click on the button labeled “Join or Renew your Department Membership”. If you do not have the “Join or Renew your Department Membership” please contact us at: dsp@apsanet.org
3. Confirm the department and faculty size
4. Continue to payment

Posting a listing on eJobs

1. Find “APSA Resources,” on the right hand side of the page and click on “Access eJobs”
2. Select the Employers options to add a job listing.

3. Find Job Bank Menu and click on Add a New Job
Diversity Student Recruitment Program Enrollment

1. Log into apsanet.org
2. Click on your name in the right hand corner
3. Find “APSA Resources,” on the right hand side of the page, and click on “DSRP Recruitment”
4. Confirm that the correct department name is listed and click submit
5. Submit payment
6. If you are experiencing any issues please contact us at: dsp@apsanet.org

Updating Department Officers

1. Locate “APSA Resources” on the right hand side and click on Department Officers option.
2. From there you will be able to view all individuals that are currently linked to the department account as an officer. Individuals can be deleted by clicking the “delete” option.
3. To add a new officer, click the “Add a New Officer” button.
4. Select “To locate or change the officer, please click here.”
5. Search for the individual that you would like to add. If the individual does not appear, please have them create an account here.
6. Once the individual is selected, choose the position that the individual will hold. Options include: Department chair, grad program director, placement officer, undergraduate program director, department administrator, faculty, etc.
7. Click “Save”. 