



MEMBERSHIP UPDATE CENTER

Steps for Accessing the MUC

- 1) Go to www.keyclub.org/MUC
- 2) If you have the same Faculty Advisor, use the same login information as last year.
- 3) If you have a new Faculty Advisor click "Register/Reset Password."
- 4) You will be prompted to enter an email address. Enter the Faculty Advisor's email address. They will receive a confirmation email providing them with a unique hyperlink which will allow him/her to set a new password.
- 5) If the email is rejected, then email memberservices@kiwanis.org with a request to update your club's Faculty Advisor contact information.
- 6) After a new password is set, you will be able to log into the MUC using your Advisor's email address and the created password.



**IF YOU HAVE ANY QUESTIONS,
PLEASE CONTACT
TREASURER@TOKEYCLUB.COM OR
ADMINISTRATOR@TOKEYCLUB.COM**

