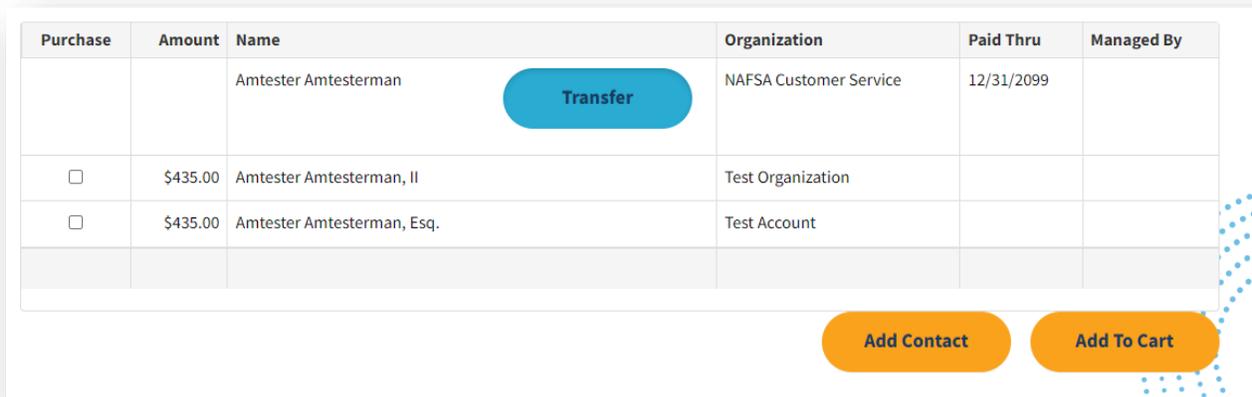# The Adviser's Manual Roster

If you have an **AM360 Roster Manager** notation in your NAFSA record, you can access your organization's **AM360 roster** to purchase, renew, or manage AM 360 licenses for multiple individuals.

Image of an AM360 Roster Page

Roster Managers do not need to be an Adviser's Manual subscriber or NAFSA member. All that's needed is a NAFSA web account and an AM360 Roster Manager notation placed in their record by NAFSA staff.

Designating a Roster Manager

If you can see your organization's AM360 roster at https://account.nafsa.org/am360, then you're already a Roster Manager!

If you need to be designated or have someone designated as your institution's AM360 Roster Manager, please contact the NAFSA AM360 staff by email at nafsamanual@nafsa.org.
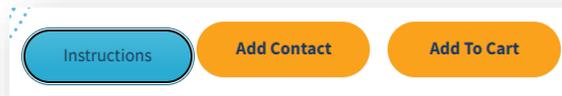
To access the roster

To access the AM360 roster as a Roster Manager, first log in to the NAFSA site at www.nafsa.org, using your regular NAFSA username and password. You can then open your organization's AM360 roster either by:

- Going directly to the roster page at https://account.nafsa.org/am360, **or**
- Clicking on the Purchase, renew, or manage AM 360 licenses for multiple individuals as a designated roster manager link on the AM360 home page at www.nafsa.org/am.

Using the roster as a Roster Manager

Names on your roster are organized in alphabetical order by last name, and further differentiated by those that currently have an Adviser's Manual, and those that do not.

Just above the roster will be three icons: **Instructions**, **Add Contact**, and **Add to Cart**. If you have any questions about specific aspects of the Roster, click the **Instructions** button to open a miniature guide.

The roster has 4 aspects:

       1) **Purchasing** licenses,

       2) **Transferring** licenses,

       3) **License information** (Subscriber name and institution and subscription expiration date), and

       4) the **Managed By** column.

Purchase/Renew a License

To renew existing licenses or purchase new licenses, check the box in the purchase column next to the name of each person for whom you're purchasing (including your own name if purchasing or renewing a license for yourself), and press the 'Add to Cart' button at the top or bottom of the page. The member or non-member price for each license is determined by the NAFSA membership status of the individual to whom the specific license will be assigned. Current licenses are billed for renewal 90 days before the license expiration date, and will have a checkbox next to the subscriber name and an amount in the "Amount" column.

If pricing is not in accord with what you think it should be, or if you would like to renew a license out of cycle, please contact Adviser's Manual Staff.

Transfer a License

To transfer a license to another person, select the blue 'Transfer' button and then select the green 'Transfer Here' button next to the name of the person you wish to transfer the license to. If you wish to cancel, click the red 'Cancel Transfer' button.

Purchase	Amount	Name		Organization	Paid Thru	Managed By
		Amtester Amtesterman	**Transfer**	NAFSA Customer Service	12/31/2099	
☐	$435.00	Amtester Amtesterman, II		Test Organization		
☐	$435.00	Amtester Amtesterman, Esq.		Test Account		

Add Contact   **Add To Cart**

Purchase	Amount	Name		Organization	Paid Thru	Managed By
		Amtester Amtesterman	**Cancel Transfer**	NAFSA Customer Service	12/31/2099	
☐	$435.00	Amtester Amtesterman, Esq.	**Transfer Here**	Test Account		
☐	$435.00	Amtester Amtesterman, II	**Transfer Here**	Test Organization		

Add Contact   **Add To Cart**

You will be asked to confirm the transfer and the transfer will be immediate, allowing the transferee to access the Adviser's Manual through the term of the original license.

Transfer the Adviser's Manual License for this Contact?

This will transfer the Adviser's Manual License from **Amtester Amtesterman** to **Amtester Amtesterman, Esq.**.

Cancel   **Transfer**

Managed By

The "Managed By" column is designed to be a quick reference point for Roster Managers seeking to renew Adviser's Manual licenses at their organization. The name listed is the Roster Manager who last purchased that license. After a license has expired, the Roster Manager will no longer be displayed.

Paid Thru	Managed By
12/31/2099	

Please note that the Roster Manager listed may not be affiliated with your organization if you or the Roster Manager has moved institutions and not yet updated your NAFSA record. The "Managed by" column does not indicate "ownership" of the license, and the license can be managed by any AM360 Roster Manager at your organization. If you have any questions or concerns, please contact Adviser's Manual Staff.

Frequently Asked Questions

My organization has a new staff member. Why aren't they showing up on my roster?

If the member's information has not been updated or was not fully entered, it can cause the member to not be automatically listed under your institution's roster. If you do not see a staff member on your roster that should be, please contact Adviser's Manual Staff to have that name added.

I see people on the roster that I do not know or personally manage. Can they be removed?

The roster works in terms of organizational families—so long as a person is a part of your organization and has a NAFSA ID, even if they are with a different department/office or managed by a different person, they will show up on the roster and can't be removed.

I see people on the roster that no longer work here. Can they be removed?

If you see a name on the roster that no longer works at your organization, please contact Adviser's Manual Staff to have the name removed.

How can I contact the NAFSA AM360 staff with questions or requests for assistance?

Please contact us using the online contact form at https://www.nafsa.org/people/nafsa-advisers-manual-360-contact, or by email at nafsamanual@nafsa.org, with any questions or requests for assistance. We'd be happy to help!