

) -) U ° V '#- Vu-k o\ VO@ THE MEMBER PORTAL INSTRUCTIONS

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Online Member Portal. The Member Portal provides convenient access to Member accounts and permits the purchase of various products and services provided by the Dedman Center and Department of Recreational Sports programs.

Payment Options: Discover, MasterCard, or VISA only.

To get started, please select the link below based on the description that best describes your affiliation with the University.

Internal links will direct you to the associated topic within this document.

[SMU](#): Current Student, Faculty, Staff, Retiree (after 2013) or Alumni (after 2013)
[Non-SMU Affiliated, SMU Affiliated, or SMU Retiree or Alumni](#) (prior to 2013)
[Purchasing a Daily Membership](#) (1 Day) or [Guest Pass Package](#) (# of entries for one payment)

SMU category is defined as current SMU students, SMU employees, retirees after 2013, and alumni after 2013. Instructions below require SMU login credentials, SMU ID and SMU password, similar to those used for SMU Webmail, My.SMU and other University online applications. If unsure, please contact SMU OIT Help Desk at 214-768-4357 (help).

What Would You Like To Do?

- [Logging In](#)
- [Facility Access Pass](#)
- [Purchasing New or Renewing Existing Membership](#)
- [Adding a Spouse-Partner and Minor Dependents](#)
- [Electronic Waiver and Forms](#)
- [Locker Renewal](#)
- [Purchase or Renew Towel Package](#)
- [Check Out](#)
- [Canceling an Automatic Deduction Membership](#)

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In the Search Programs window under Classification, select Facility Access Registration.

The Facility Access Pass will appear. Select Facility Access Pass.

The Program Details window will open with a brief description of the Member Expectations for Facility Access Pass and the available Program Instances or available time slots will appear.

- o NOTE: Each Instance is limited by capacity shown by available spots remaining.

Select Register for the desired date and time.

- o If eligible family members are associated with your membership, names and Register option will appear. If no Register option, the family member is not eligible for Facility Access Pass.

NOTE: Memberships are no longer available for renewal once a membership expires. See Purchase New Membership.

Once entered into the portal, left click your username in the upper right corner

From the drop down, select

From the View Account page, select

A list of your past membership should appear.

The most recent should have an option to

You will be directed to the Membership Summary page with the selected membership type terms or durations and price.

Upon selection of the Term or Duration, the Effective Date and Price will appear.

Using the Effective Date calendar icon, choose the desired start date of your membership.

The Until Date and the Price will now appear.

If correct, select

This will take you to the electronic Enrollment Waiver and Check Out

If Unable to Renew From The View Account Page:

Usually signifies membership has expired.

Select the three bars in the upper left corner of the page (next to the SMU logo)

From the drop down menu, select

Follow the directions for

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Non-SMU Affiliated are defined as individuals that never attended or worked for the University. SMU Affiliated (or Sponsored ID) include individuals working AT the University but not directly employed by the University without SMU online login credentials such as but not limited to Bush Library employees, Visiting scholars, etc. In addition, SMU Retirees and Alumni prior to 2013 will be required to follow these directions.

NOTE: Individuals with SMU Sponsored ID cards must visit the Dedman Center in-person to create an account at some point prior in order to access the Online Member Portal.

What do you want to do?

[Create an Account](#)

[Facility Access Pass](#)

[Purchase or Renew Membership](#)

[Daily Membership or Guest Pass Package Options](#)

[Adding a Spouse-Partner and Minor Dependents](#)

[Electronic Waiver and Forms](#)

[Locker Renewal](#)

[Purchasing Towel Package](#)

[Check Out](#)

Go to the Dedman Center Online Member Portal

Select  in the upper right corner of the window.

From the Log In page, create a local account (only needs to be done the first time)

Middle of the Log In page, select "

This will open the Register page.

NOTE: If you have an existing account at the Dedman Center (see list below), you will need to link the online account with the existing account. Existing accounts will include Alumni, previous employees, Retirees, The following criteria is used to link existing accounts with online account:

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Select the Guest Pass category.
Select Guest Pass Package.
Follow the directions to Check Out

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