

NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC  
**Optional Internal Communications Worksheet:**  
**Full Web Site Access**

Most of the NASM Web site is unrestricted for free access. Full access provides additional depth, such as an expanded online Directory of the Association, including a searchable database.

The official institutional representative of each accredited institution has an assigned login ID and password for the NASM Web site, different from those assigned for HEADS access, enabling free access to the entire Web site of NASM. A protocol should be developed for the distribution and use of this login ID and password within the institution. The security of this information is the responsibility of the institution.

In addition, any individual may purchase complete Web site access.

***NOTE: IR signifies the official institutional representative.***

Event	Person(s) Involved	Responsibilities of Each
Receive Web Site Login ID and Password from NASM	IR	
IR Retains or Distributes Web Site Login ID and Password as Determined by Institutional Policy	IR	
Request New Web Site Login and Password	IR	
Consult Regularly for Announcements, New Information, Current Activities of NASM		
Order Publications from Web Site		
Report Problems or Errors on Web Site		