



Campus Business Officer Benchmarking Tool

USER SETUP INSTRUCTIONS

New Account Setup

- I. Is your institution new to the benchmarking platform?
- II. Has your institution participated in the past but you need to add a user?
- III. Not sure if you have participated previously?

I. Is your institution new to the benchmarking platform?

- Use the sign-up link:

<https://benchmarking.sacubo.org/signup.aspx>

- Add your institution information and your user information
- After you have logged in, you can establish additional users

<https://benchmarking.sacubo.org/ClubSetup.aspx>

II. Has your institution participated in the past but you need to add a user?

- An Administrator for your institution can log in to add new users

<https://benchmarking.sacubo.org/ClubSetup.aspx>

III. Not sure if you have participated previously?

- Contact Benchmarking Support at resource@sacubo.org to find out if your institution is in the database and, if so, your current users
- Or we can add users for you if you provide Name and Email Address