

## How do I edit my profile?

Ron M. - 2021-11-22 - Membership

Your profile consists of information about you that is pertinent to the organization, such as contact details, membership information, email communication preferences, and more.

### Editing My Profile

1. There are two ways to edit your profile. From the dashboard or from your thumbnail image:

- **Dashboard** - When on the dashboard, click the **Edit My Profile** button.
- **Profile Thumbnail Image** - Find your profile picture thumbnail image on the top right corner of your screen. Once you click on this, you will see three options, click on **Profile**.

2. Once on your profile, you will see several tabs. You can click on each tab to review your information. To update your information displayed, click the **Edit** button in the panel you wish to edit.

3. A popup will appear with the fields available to edit. Once updated, click on the **Save** button.

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