How To: Update Your Profile

1.) Go to www.academyonline.org, and sign in to your member account. If you have not yet set up a member account, please see the tutorial **Create a Member Account**.


2.) If you are a returning user, then you will see your profile home page. (If you are logging in for the first time, you will see your Preferences*.) Click on the link in the right side navigation called **Manage Profile**.


*Note: You can choose to verify your member profile options now, or come back to them at a later time by choosing the **Manage Profile** link under **My Profile**, and then choosing **Preferences** in the **Information and Settings** section.

3.) You are now on the **Manage Profile** page. From here you can make changes to your account, print a membership card, change your email preferences, and much more that will be covered in the tutorial **Creating a Professional Portfolio**. To make changes to your member information, click on **Edit Bio** in the **Information & Settings** section.
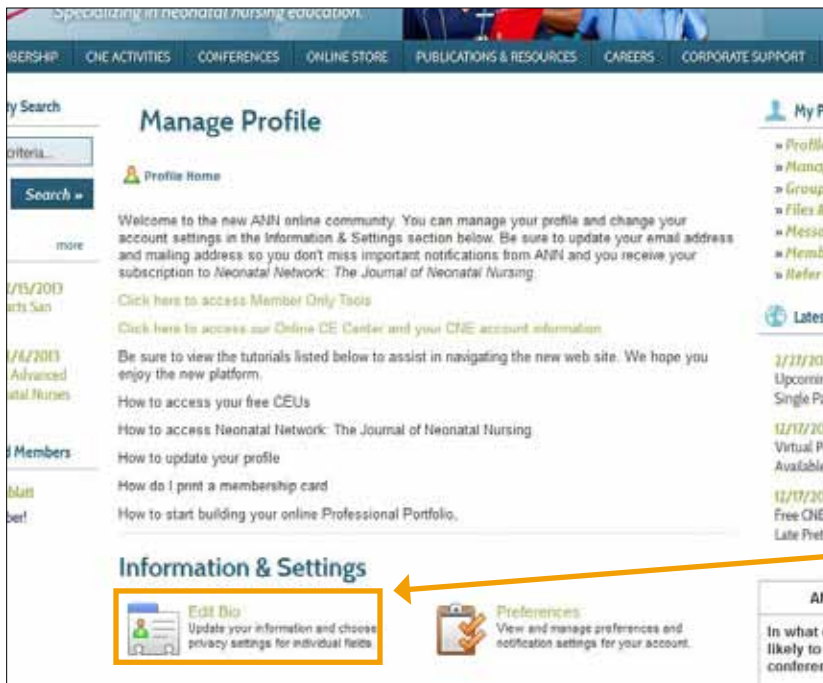
4.) You are now on the **Edit My Member Profile** page. Here you can make changes to your member information, like updating your mailing address, or email address to stay current with the latest ANN news. Here is also where you can control the visibility of certain parts of your member profile. Please see the key below to determine what type of privacy setting is right for you.
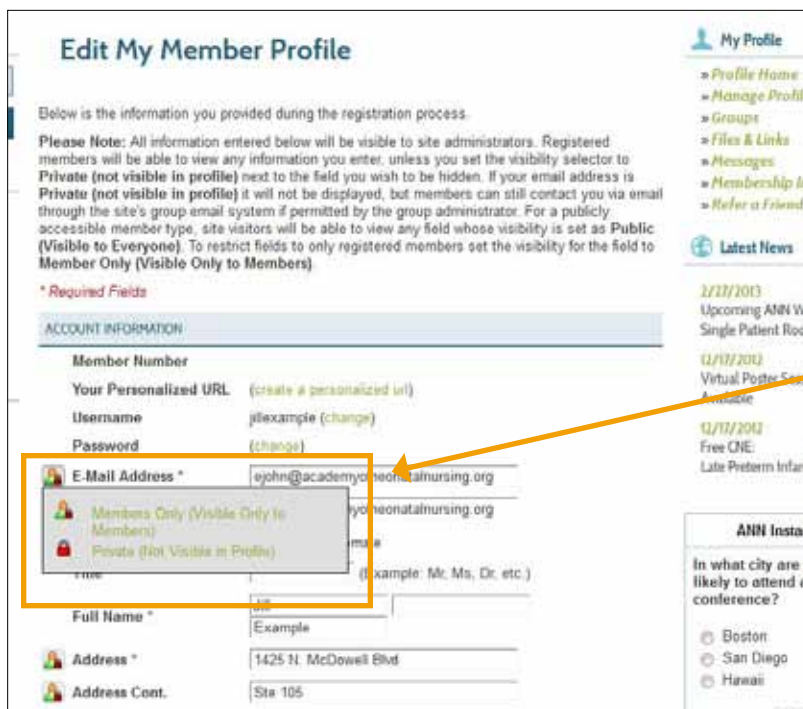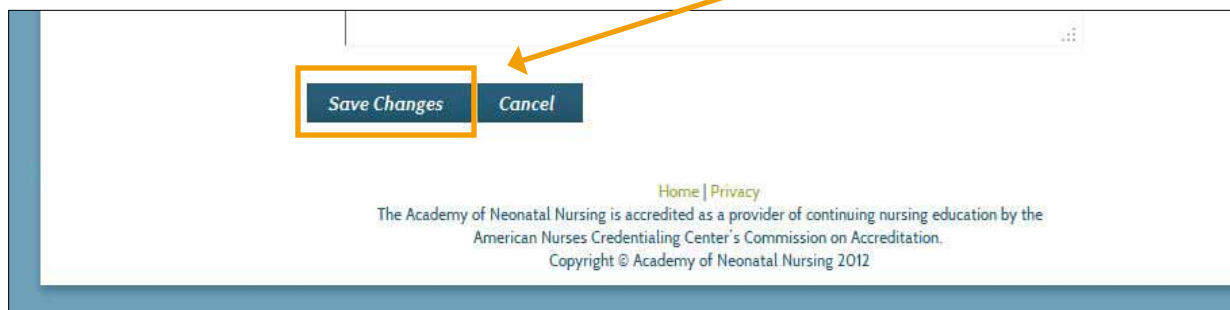

Key

Member's Only. Only other paid members may view this information.

Private. Only you can see this information.

5.) When you have completed your changes, click on the **Save Changes** button at the bottom of the page.

5.) Finished! You will be redirected back to your profile home, where you will see your updated changes (if they are visible to members)