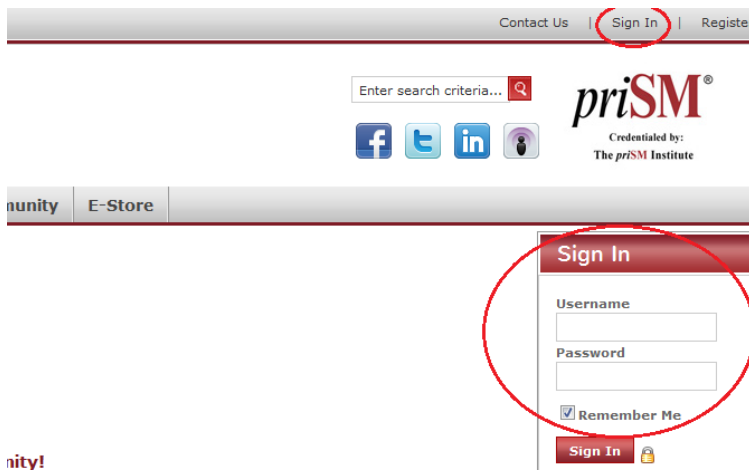


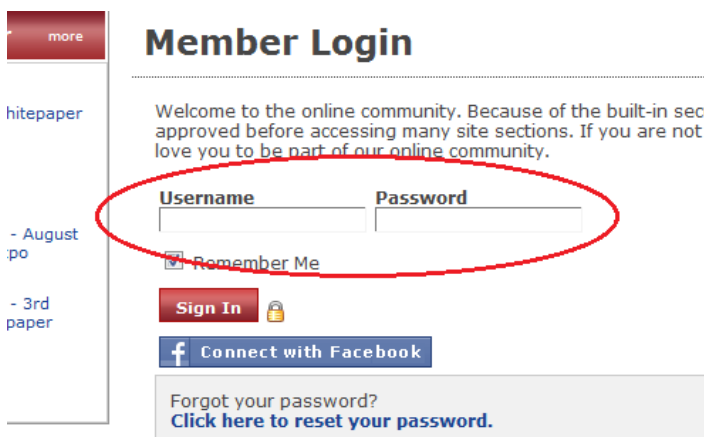
Overview

This SmartBook covers keeping your bio up to date and uploading or changing your profile photo and using the Manage Profile page.

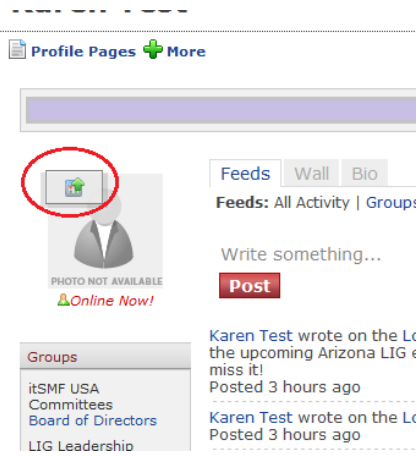
1. Go to <http://www.itsmfusa.org/> and click **Sign In** or enter your username and password in the Sign In section.



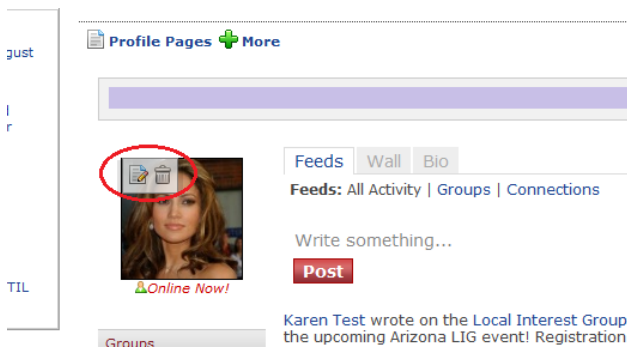
2. Enter your username and password and click **Sign In**.



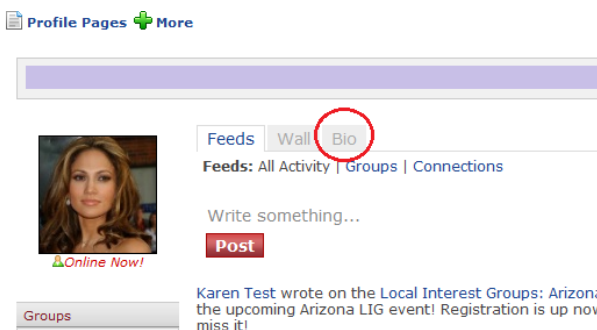
3. Your profile page (called Profile Home) will come up next. To add a photo, mouse over the silhouette and click on the icon that appears. The photo must be on your computer.



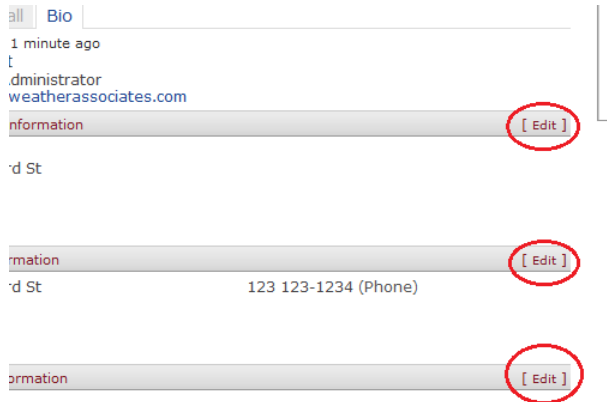
Once you have a picture loaded, you can always delete it or change it. Scroll over the picture and choose the pencil and paper icon to change it, or the garbage can icon to delete it.



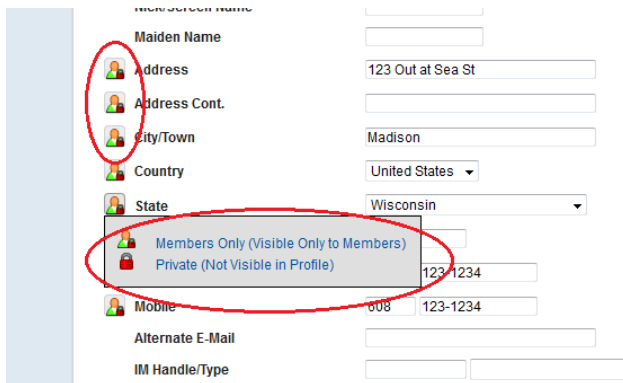
4. Clicking **Online Now!** just below the photo will show you who else is logged into the site.
5. To verify and change your bio information, click on **Bio**.



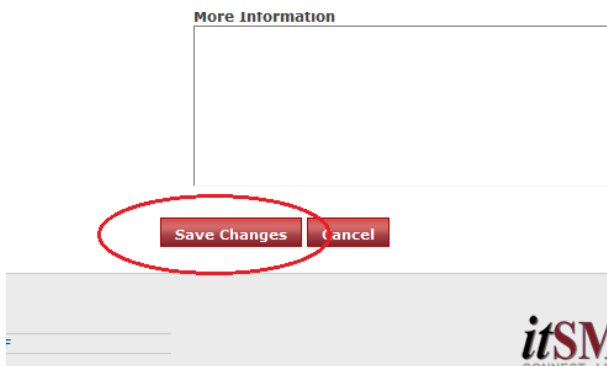
6. The next page shows you the information that's in the database. To change any of it, click Edit.



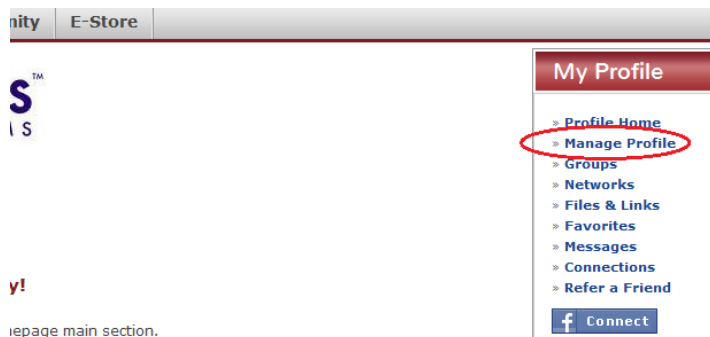
7. After clicking **Edit** on any of these lines, you'll see the Edit My Member Profile page. You can change any of your information here as well as set up visibility (set who can see the information in those fields) of those fields that have the head and shoulders/lock icon next to them. To check the visibility of that field, scroll over the icon. To change it, click on the icon.



8. When you're finished editing, click **Save Changes** at the bottom of the page.



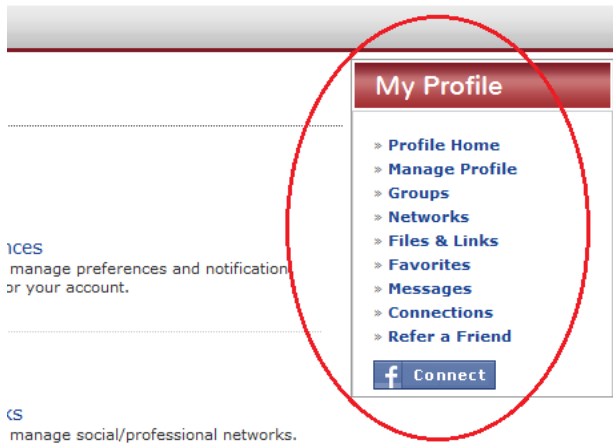
9. For other features on the website, click on **Manage Profile** on the right hand menu.



10. From the Manage Profile page, you can:

- a. *Edit Bio.* This is the same info as shown on the Profile Home page.
- b. *Preferences.* Here you can verify your preferences, that is, what types of email notifications you'd like to receive and some visibility settings. When you're done here, click **Save My Settings**.
- c. Choose your *Favorites*: These are links to areas of the website that you access frequently.
- d. *Networks*: add your networks here (such as Twitter, Facebook, YouTube – there are around 20 to choose from, or you can choose "Other Network.).
- e. Create and manage *Blogs* on the ITSMF site.
- f. *Pages*: Pages can be public, so if you have a private profile, but you want to share photos or other info, you can create a page with your photos, for example, and give the public access to it.
- g. *Photo Gallery*: upload photos, create photo albums, and manage your photos.
- h. *Files & Link*: Upload files or keep track of links here.
- i. *Certifications*: not applicable at this time
- j. *Messaging*: where you receive and create internal (within the ITSMF website) messages (emails, essentially). You can organize them by creating folders, much like other email systems.
- k. *Connections*: You can invite people to be connections on the ITSMF site. This makes them easier to find and message. To check your settings, click on **Preferences**. To keep connections organized, put them into categories.
- l. *Referrals*: Keeps track of who has joined ITSMF upon your invitation.
- m. *Resume/CV*: You can upload a resume by checking the box next to "I want to attach a document after submitting my Resumé/CV" before clicking **Submit my Resume/CV** at the bottom of the page. Please note that an uploaded resume is not searchable. If you want potential employers (or others) to be able to find you when searching based on skills or other keywords, be sure to fill in the information requested on this page.
- n. *Career Postings*: You can post a job opening here, search other openings, or search resumes.

11. Please note that many of these features are also available on the menu on the right hand side of every page. In addition, there is a Refer a Friend link here. Click on it to invite friends to join itSMF.



6/13/12
kbw