



Manage Profile

1. To manage your profile, first log in with your Username and Password:

Member Login

Welcome to the online community. Because of the built-in security features, you must first register and be approved before accessing many site sections. If you are not a member of the site yet, please register - we'd love you to be part of our online community.

Username

Password

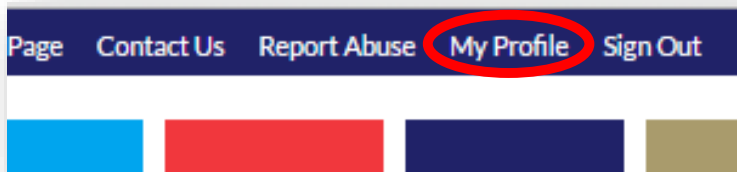
Remember Me

Sign In

Forgot your password?
[Click here to reset your password.](#)

Haven't registered yet?
[Click here to Register](#)

If you are already signed in, select the “My Profile” link at the top of the page:



2. Click the “Edit” link in the “Personal Information” section:

Personal Information [Edit]

United States

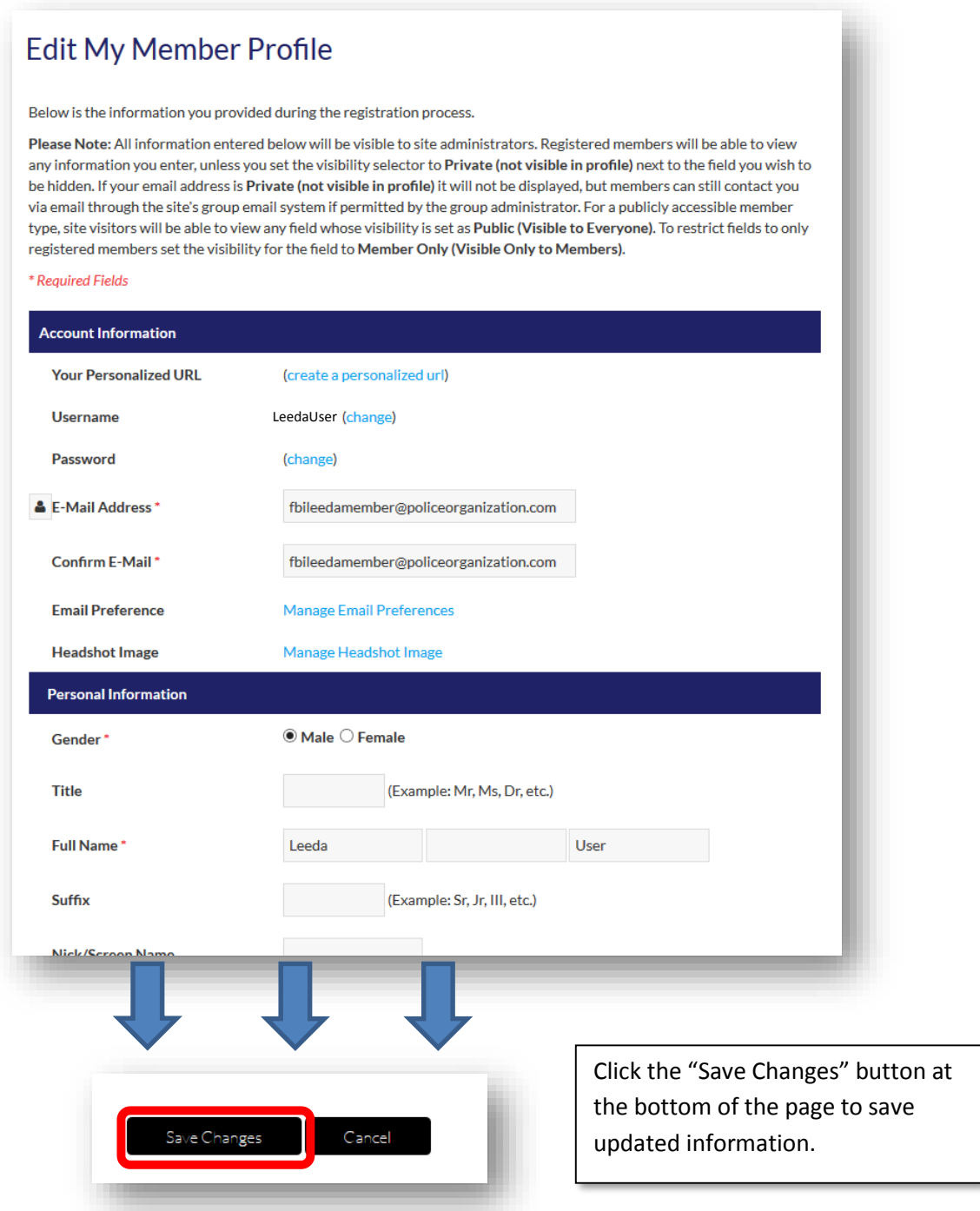
Professional Information [Edit]

United States

Additional Information [Edit]

3. You are presented with a page to edit all aspects of your member profile:

- Account Information (Username, password, e-mail information, etc.)
- Personal Information (Name, birthdate, anniversary, contact information, etc.)
- Professional Information (Organization, title, contact information, etc.)
- Additional Information (Contact preferences, education/experience, Social Volunteer organizations, etc.)



Edit My Member Profile

Below is the information you provided during the registration process.

Please Note: All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to **Private (not visible in profile)** next to the field you wish to be hidden. If your email address is **Private (not visible in profile)** it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as **Public (Visible to Everyone)**. To restrict fields to only registered members set the visibility for the field to **Member Only (Visible Only to Members)**.


** Required Fields*

Account Information

Your Personalized URL [\(create a personalized url\)](#)

Username LeedaUser [\(change\)](#)

Password [\(change\)](#)

 E-Mail Address *

Confirm E-Mail *

Email Preference [Manage Email Preferences](#)

Headshot Image [Manage Headshot Image](#)

Personal Information

Gender * Male Female

Title (Example: Mr, Ms, Dr, etc.)

Full Name *

Suffix (Example: Sr, Jr, III, etc.)

Nick/Screen Name

[Save Changes](#) [Cancel](#)

Click the "Save Changes" button at the bottom of the page to save updated information.