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A “how to” document with five simple steps for registered environmental professionals (CEnvs and REnvTechs).

If you are not a registered environmental profession, but would like to receive email newsletters and updates from the Society, please [sign up here](#).

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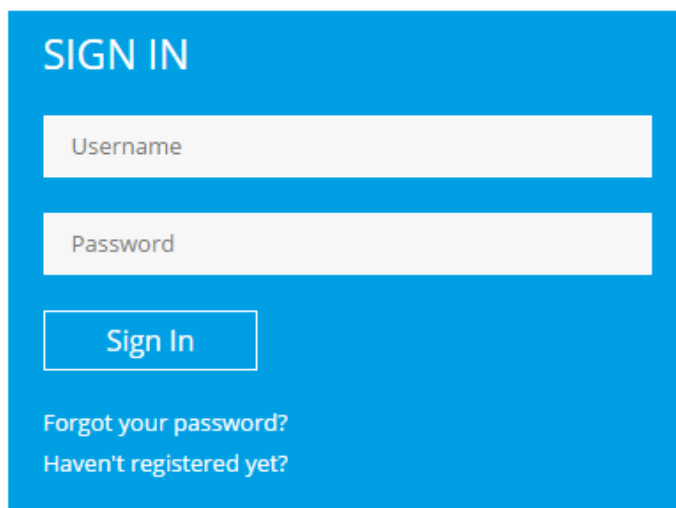
STEP 1

Visit the Society for the Environment website:

www.socenv.org.uk

STEP 2

Log in to your online account from the website homepage:



The image shows a blue sign-in form with the following elements:

- SIGN IN** (header)
-
-
-
- [Forgot your password?](#)
- [Haven't registered yet?](#)

A member of the Society for the Environment team will have sent you your log in details when you became a Chartered Environmentalist (CEnv) or Registered Environmental Technician (REnvTech).

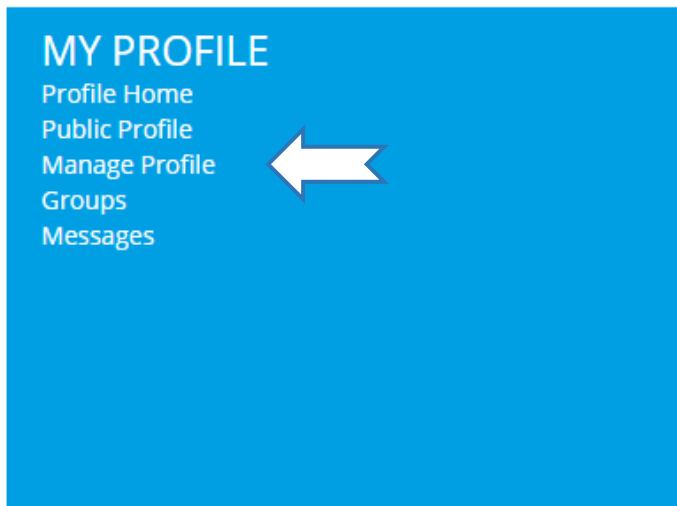
If you do not remember these details, please either click “Forgot your password?” or contact Elaine Rutherford via one of the following methods:

Email: Elaine.rutherford@socenv.org.uk

Tel: +44 (0)345 337 2951

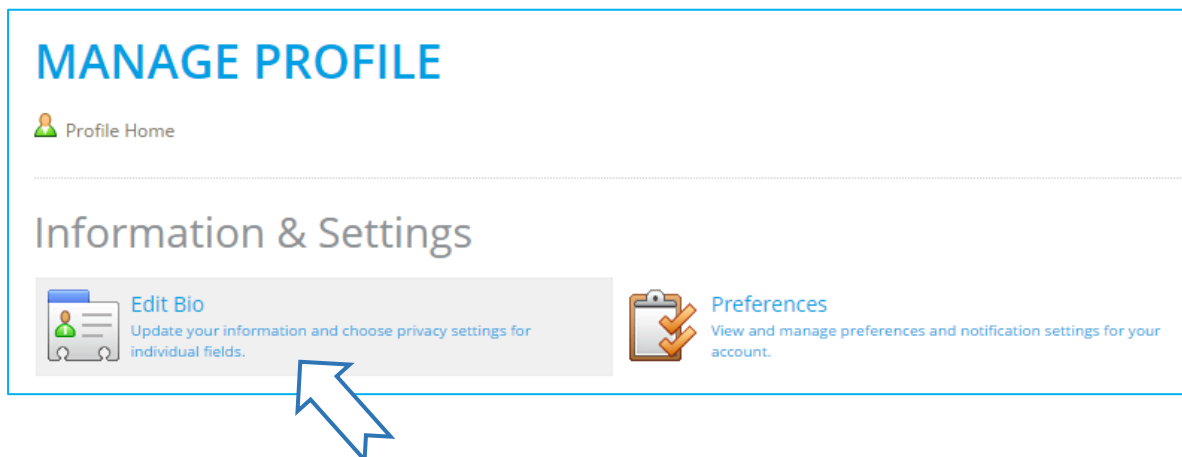
STEP 3

Once logged in, click “Manage Profile” within the blue box.



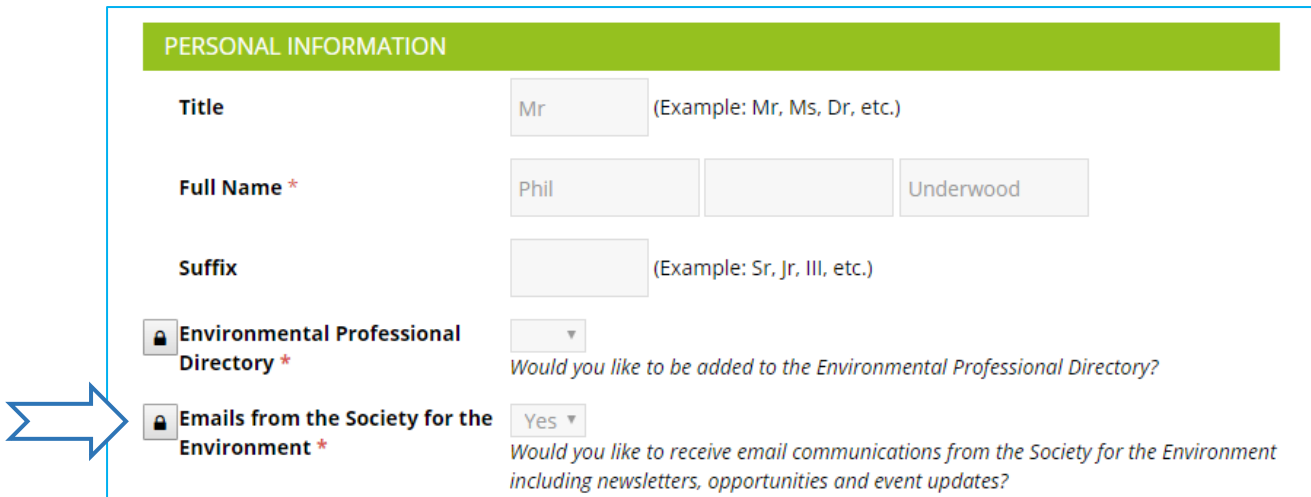
STEP 4

Within the Manage Profile page, click on “Edit Bio” under the heading “Information & Settings”.



STEP 5

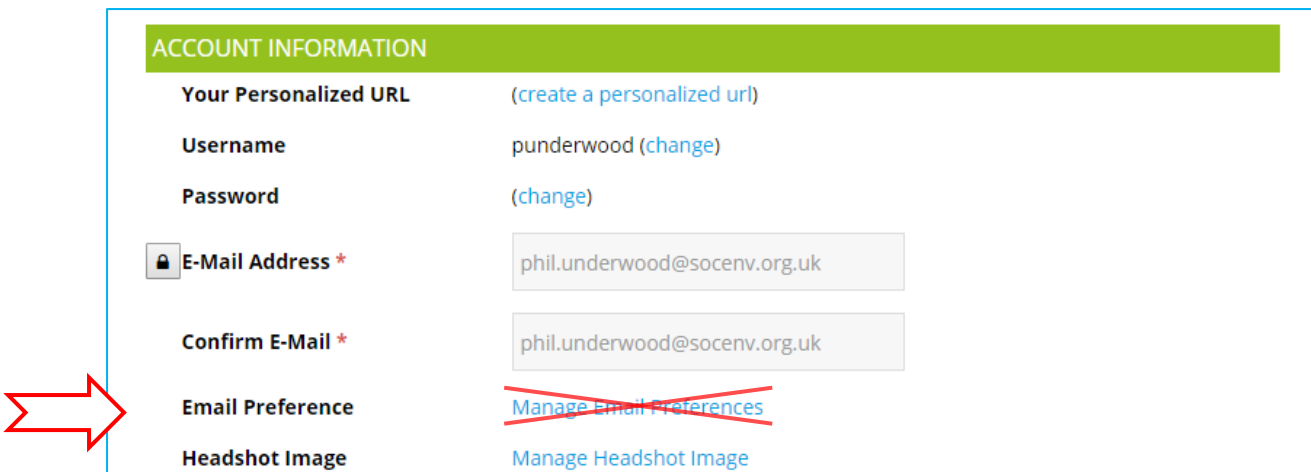
Within the “EDIT MY MEMBER PROFILE” page, select your email preferences under the heading “PERSONAL INFORMATION”. This is a yes / no drop-down box next to the text **Emails from the Society for the Environment**.



PERSONAL INFORMATION

Title	Mr	(Example: Mr, Ms, Dr, etc.)
Full Name *	Phil	Underwood
Suffix		(Example: Sr, Jr, III, etc.)
Environmental Professional Directory *	<input type="checkbox"/>	Would you like to be added to the Environmental Professional Directory?
Emails from the Society for the Environment *	Yes	Would you like to receive email communications from the Society for the Environment including newsletters, opportunities and event updates?

Do not edit the preference in the link ‘Manage Email Preference’. This will not allow you to opt in or out of emails from the Society.



ACCOUNT INFORMATION

Your Personalized URL	(create a personalized url)
Username	punderwood (change)
Password	(change)
E-Mail Address *	phil.underwood@socenv.org.uk
Confirm E-Mail *	phil.underwood@socenv.org.uk
Email Preference	Manage Email Preferences
Headshot Image	Manage Headshot Image

If you wish to amend your preferences at any stage, simply follow these five steps again.

THANK YOU

Thank you for using our “how to” document. For further assistance, please contact us using the contact details below.

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