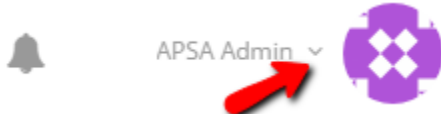


EDITING YOUR PROFILE

Editing your profile settings

You can edit the visibility of your name, credentials, associated institution, email, phone number and address as well as edit your email notifications and password.

1. After you log in to APSA Connect, hover your mouse over the arrow next to your username in the top right corner of the window.



2. You will see a drop-down menu appear. In this menu you should hover over **settings**, then click **profile**.

3. You will see the following screen, which allows you to edit the visibility of your information. You can choose to have each item displayed visible to everyone, only you, or all members by clicking the arrow next to the word **everyone**.



PERSONAL INFO

Visibility

Full Name

Everyone

Prefix

EVERYONE

First Name

EVERYONE

Middle Name

EVERYONE

Last Name


EVERYONE

- If you wish to edit your email address notifications click on **email** in the menu on the top left of the screen (as shown in the image above). This screen allows you to determine when you want to receive email notifications. For example, if you do not want to receive a notification when another member replies to an update or comment you've posted, you can click **no** next to that option.

General **Email** Profile Visibility

Send an email notice when:

ACTIVITY	Yes	No
A member replies to an update or comment you've posted	<input checked="" type="radio"/>	<input type="radio"/>



- If you wish to change your password or account email, click on **General** in the menu at the top left of the screen (show in image 3). This allows you to change your password or email address by entering your current passwords.

General **Email** Profile Visibility

Current Password (required to update email or change current password)

[Lost your password?](#)

Account Email

Change Password (leave blank for no change)

New Password

Repeat New Password

You must enter your current password in order to change it or update your email address.