My Profile

The My Profile page lets you add, edit, or delete addresses, phone numbers, and e-mail addresses. You can also edit or delete personal information or user-defined fields. You can also view your groups and events.

Once you make changes, a change request is created. Your change will apply and display by the next hour.

Contents

To edit your profile information

1. Point to **Home**, then click **My Profile**.
2. Click the **Contact Info** or **Personal Info** sub-tab.
3. On the **Personal Information** header, click **Edit** .
4. Under **Personal Information** for **<lastname, firstname>**, enter your changes.
5. Click **Submit** at the top of the page.

To add an individual photo

1. Point to **Home**, then click **My Profile**.
2. At the top of the page, click **Edit**.
3. On the Change Request page, click **Personal Photo**.
4. Click **Browse**. The Choose file dialog box displays.
5. In the File Upload window, select the photo that you want to upload and click **Open**.
6. Click **Save**.

To add a family photo

1. Point to **Home**, then click **My Complete Profile**.
2. At the top of the page, click **Edit**.
3. On the Change Request page, click **Family**.
4. At the top of the page, click **Family Picture**.
5. Click **Browse**. The Choose file dialog box displays.
6. In the File Upload window, select the photo that you want to upload and click **Open**.
7. Click **Save**.

To switch your preferred contact method

1. Point to **Home**, then click **My Profile**.
2. On the **Contact Info** tab, click **Change Preference**.
3. Select how you want to be contacted, then click **Submit**.

To add a phone number

1. In the **Phone Numbers** section, click **Add**.
2. Select a **Phone Type**.
3. Enter the **Area Code** and **Number**.
4. To display the phone number in the online directory, select **Listed**.
5. If the phone can receive text messages and you want to receive them at this number, select **Allow Texting**.
6. To mark the phone number as preferred, select **Preferred**.
7. Click **Submit**.

To edit a phone number

1. In the **Phone Numbers** section, click **Edit** ✏ beside the phone number you want to edit.
2. Make the desired changes. Required fields are marked with a red asterisk.
3. Click **Submit**.

To add an e-mail address

1. In the **E-mail Addresses** section, click **Add**.
2. Select the **E-mail Type** and enter the e-mail address.
3. If you want the e-mail to display in the program and directories, select **I want this e-mail listed**.
4. To mark the e-mail address as preferred, select the **This is my preferred e-mail address** option.
5. To use the specific e-mail for login purposes, select **I want to log in using this e-mail**.
6. Click **Submit**.

To edit an e-mail address

1. In the **E-mail Addresses** section, click **Edit** ✏ beside the e-mail address you want to edit.
2. Enter the new e-mail address.
3. If you want the e-mail to display in the program and directories, select **I want this e-mail listed**.
4. To mark the e-mail address as preferred, select the **This is my preferred e-mail address** option.
5. To use the specific e-mail for login purposes, select **I want to log in using this e-mail**.
6. Click **Submit**.

To add an address

1. In the **Addresses** section, click **Add**.
2. Enter the necessary information. Required fields are marked with a red asterisk.
3. Click **Submit**.

To edit an address

1. In the **Addresses** section, click **Edit** ✏️ beside the address you want to edit.
2. Make the necessary changes. Required fields are marked with a red asterisk.
3. Click **Submit**.

The **Serving** tab lets you establish your availability to serve in the organization and view associated attributes.

To set up your volunteer availability and attributes

1. Point to **Home**, then click **My Profile**.
2. On the **My Profile** tab, click on the **Serving** sub-tab.
3. Select a time from the drop-down list.
4. Select the day or days you are available.
5. Enter any special notes or considerations in the **Notes** text box. For example, "Is certified in CPR."
6. Select various skills, interests, and personal information you'd like us to know about you.
7. Click **Save**

My Account

On the Personal Preferences page, you can customize your privacy and viewing preferences.

You can include your family and individual information in online directories and choose to display photos when you view online directories. To view online directories, you must have appropriate rights.

To select your account preferences

1. Point to **Home**, then click **My Account**.
2. Click the **Personal Preferences** tab.
3. On the **Personal Preferences** tab, select the options that you want.
4. Click **Save**.