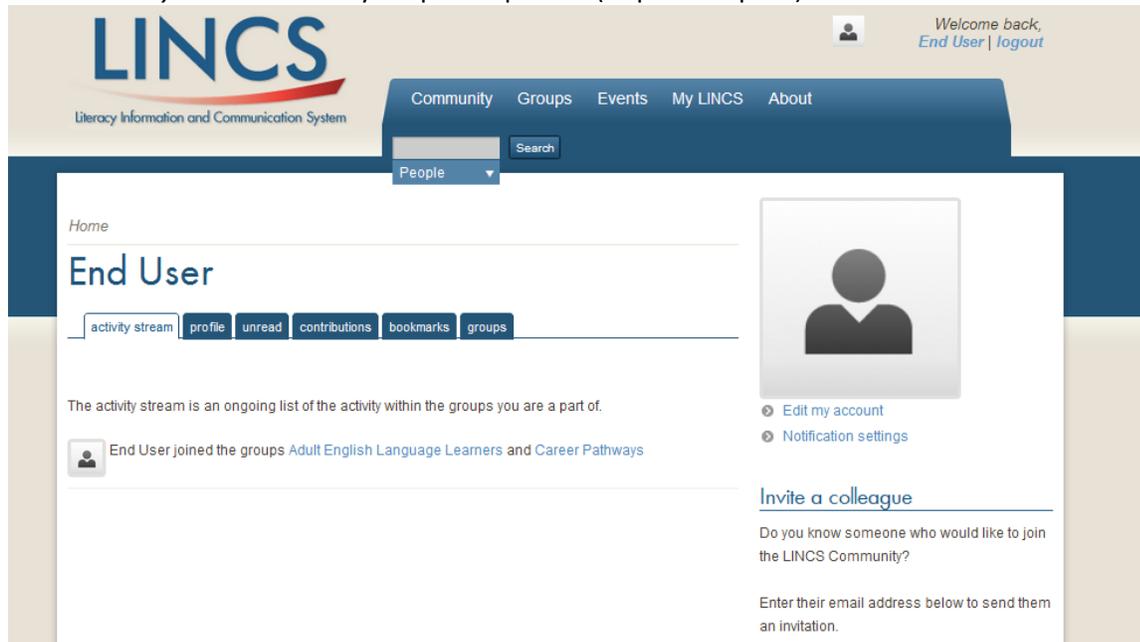
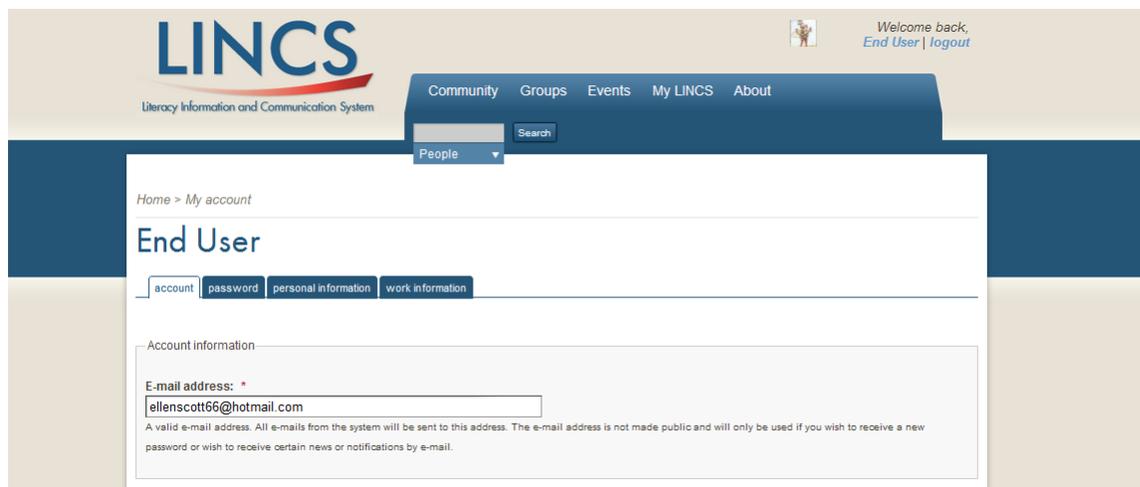


## How do I edit my profile?

- Log in and select *My LINCS* at the top of the page.
- Select *Edit my account* under your profile picture (or picture space).



You will come to this page:



From here you can choose the appropriate tab for updating your profile and account settings.

## Account tab:

- Update your email address. Your email address is not made public and is only used by the system if you wish to receive a new password or have signed up for email notifications.
- Upload a photo for your profile or delete your current photo.
- Notifications settings:
  - o Choose the frequency of subscription notifications,
  - o Select *AutoSubscribe* to automatically subscribe to any thread you create or post a comment to, and
  - o Automatically enable notifications for any group you join.
- Locale settings: Set your time zone.
- Terms and Conditions of Use: View *User Code of Conduct* and Accept *Terms & Conditions of Use*.

## Password tab:

- To change the current user password, enter your new password in both fields.

## Personal Information tab:

- You are required to enter your first name and postal code. Optional information to enter includes: your last name, interests, about me information, Twitter account, Facebook account, and LinkedIn account.

## Work Information tab:

- You may enter your job title and/or name of your organization here.

**Once you make changes or updates on any of these tabs, be sure to select *Save* at bottom of page to retain your changes.**