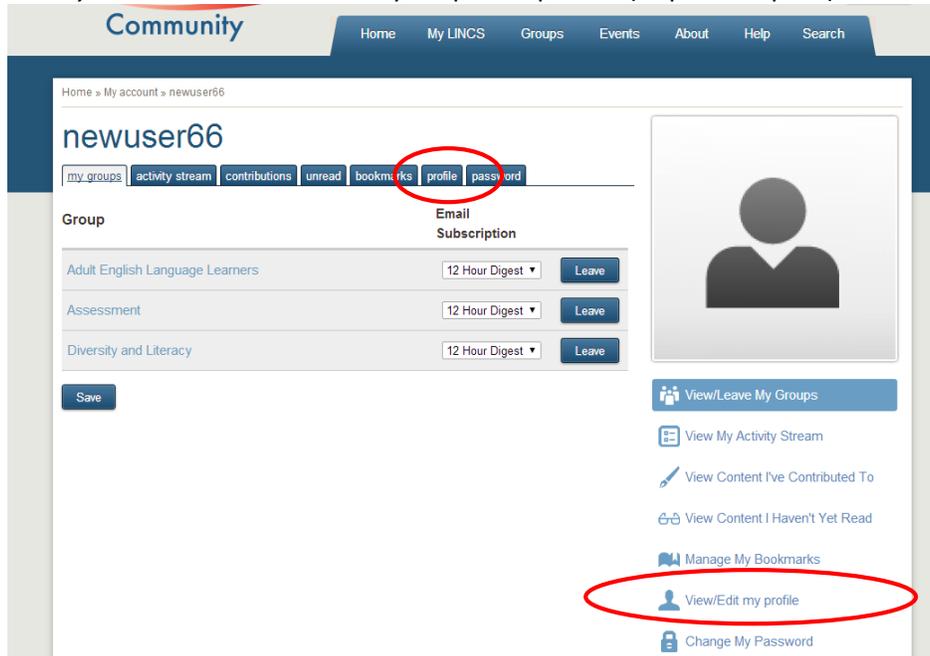


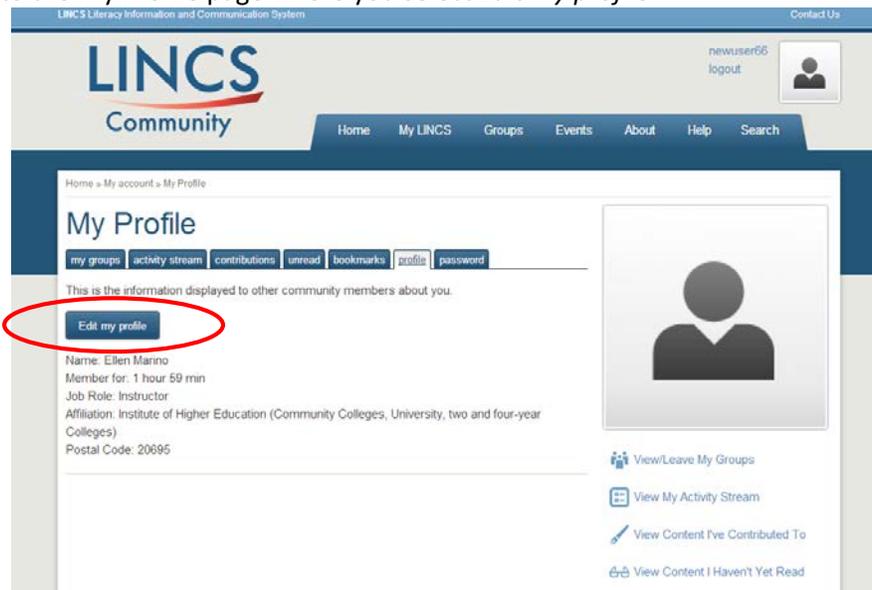
How do I edit my profile and upload a profile picture?

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

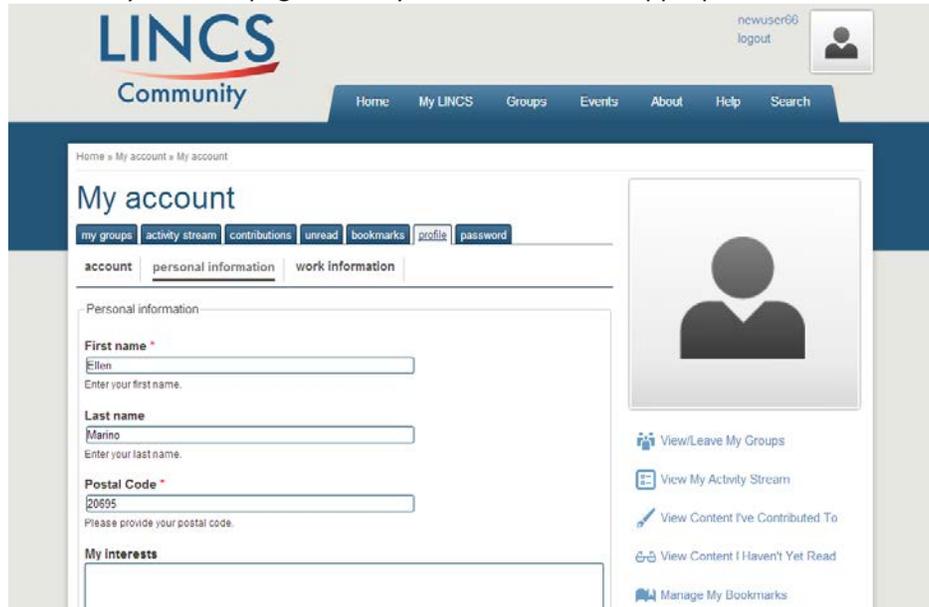


** Alternatively, you can select the *My LINCS* tab and then select the *profile* tab.

- You will come to the My Profile page where you select *Edit my profile*.



- You will come to the *My account* page where you can choose the appropriate tab and edit your profile.



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 picture for your profile**, or delete your current photo.
 - In the *Picture* section under *Upload picture*, select *Choose file* button.
 - Browse to the picture you want to use, select it, and select *Open*.
 - Scroll to the bottom of the page and select *Save*.
 - To delete the last picture, go back to the *Picture* section and check off *Delete picture*. Again, scroll to the bottom of the page and select *Save*.
- Change Contact settings. Checking the box allows other users to contact you via a personal contact form which keeps your email address hidden. The account default is to allow other members to contact you (have this box checked).
- Locale settings: Set your time zone. When logged into the LINCS Community, the times you see throughout the community are automatically adjusted to the time zone you set here.
- Terms and Conditions of Use: Review the LINCS Community *User Code of Conduct* and *Accept Terms & Conditions of Use*. Select *Save* at the bottom of the page to save your changes.

Personal Information tab

- You are required to enter your first name and postal code. Optional information to enter include: your last name, interests, about me information, Twitter account, Facebook account, and LinkedIn account.
- Select *Save* at the bottom of the page to save your changes.

Work Information tab

- You may choose your job role from the drop down list title and/or primary affiliation here.
- Select *Save* at the bottom of the page to save your changes.