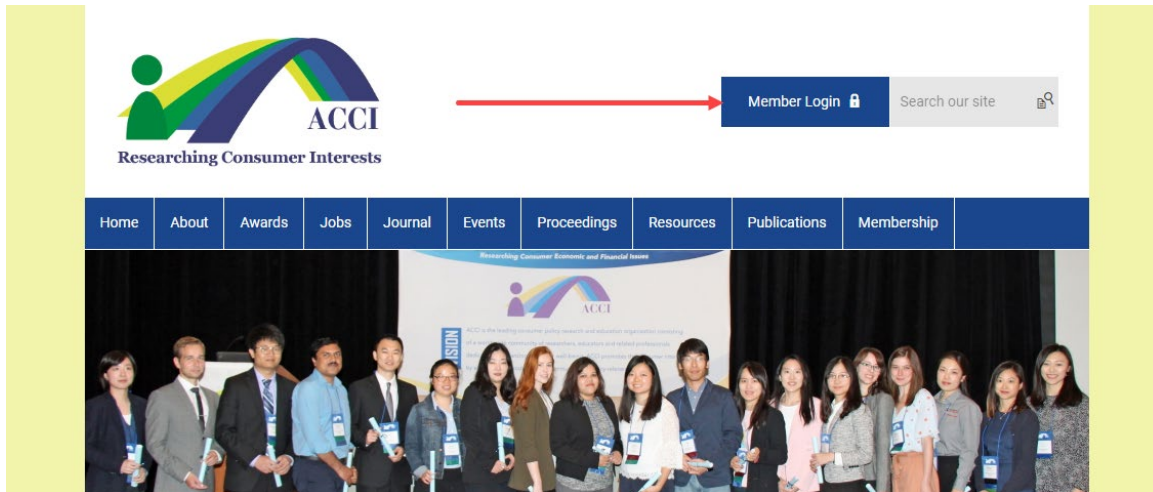


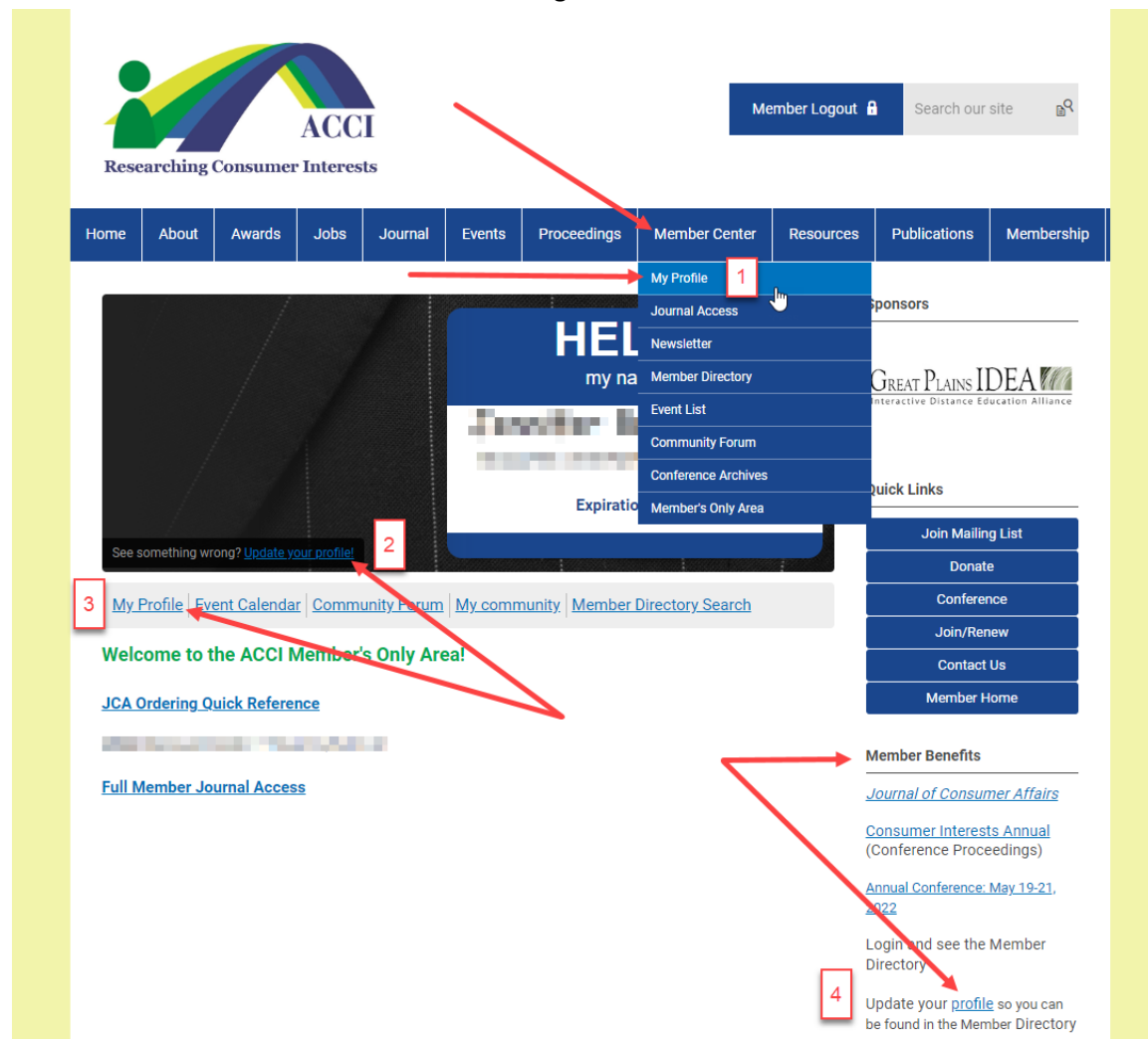


How to Update your Profile

1. Login to the ACCI website section by clicking on the **Member Login** button at the top right of any page (if you need help, please see “How to Login to Your ACCI Account” tutorial).



2. Navigate to your profile by one of the following ways: (1) clicking the **Member Center** menu item and selecting **My Profile** in the drop-down menu; (2) clicking the **Update your Profile!** link in the lower left corner of the graphic; (3) clicking the **My Profile** link in the Member Center menu under the graphic; or (4) clicking the profile hyperlink in the Member Benefits sidebar on the right.





How to Update your Profile

- In your profile on the next screen, scroll down a bit and click on the **Edit** button across from your **Username**. This will show you what member information can be edited and what cannot. Change or add information and click the **Save** when finished to retain the changes.

The screenshot shows the ACCE profile page with the 'My Profile' tab selected. The profile information includes a profile picture, a bio, and a status section. The 'My Profile' tab is highlighted, and the 'Edit' button next to the 'Username' field is pointed to by a red arrow. Other tabs include 'My Community', 'Connections', 'My Features', and 'Inbox'. The page also features a navigation menu at the top, a search bar, and various sections like 'Sponsors', 'Quick Links', and 'Member Benefits'.

- To add/change profile photo, click **Change Profile Picture** in the **My Profile** tab above where your picture goes.

The screenshot shows the ACCE profile page with the 'My Profile' tab selected. The 'Change Profile Picture' button is highlighted in the dropdown menu, and a red arrow points to it. The profile information includes a profile picture, a bio, and a status section. The 'My Profile' tab is highlighted, and the 'Change Profile Picture' button is pointed to by a red arrow. Other tabs include 'My Community', 'Connections', 'My Features', and 'Inbox'. The page also features a navigation menu at the top, a search bar, and various sections like 'Sponsors', 'Quick Links', and 'Member Benefits'.