How to update your profile

1. Log in at members.aicuo.edu
   a. Your username created by the Association is your work email address (johndoe@aicuo.edu).
   b. If your email address does not work, try the prefix of your work email (johndoe@aicuo.edu).
   c. If neither work, please contact Amanda Mlikan at amlikan@aicuo.edu or 614-228-2196
2. The next page to load after logging in is the “My Feed” page.
a. On this page, you will see members who have publicly posted to the community.
b. To access your profile, choose “My Profile” from the top menu bar.
3. This view is how others see your profile.
   a. The first tab when viewing your profile, “Activity,” displays the public community posts you have made, and posts others have posted to your feed.
   b. The “About” tab holds your detailed information including Professional, Personal, and Additional Information.
   c. To update information in any section or all sections, choose “Edit” on the right just below the header of any section.
d. The information required has a red asterisk (*) next to it.
   i. Information we request to be up to date:
      • Full Name
      • Job Title
      • Work Email
      • Work Phone Number

   e. To the left of specific entries is a yellow icon.
      i. If the icon appears as a person, it means the information is public.
      ii. If the icon is of a lock, it is private.
      iii. To change an entry, click on the icon and choose the visibility type.
4. When you are finished updating your information, scroll down to the bottom of the page and press “Save Changes.”
   a. Once changes have been saved, you will be brought back to your profile.

If you have issues or need assistance, please contact Elle Dutton at edutton@aicuo.edu or 614-228-2196.