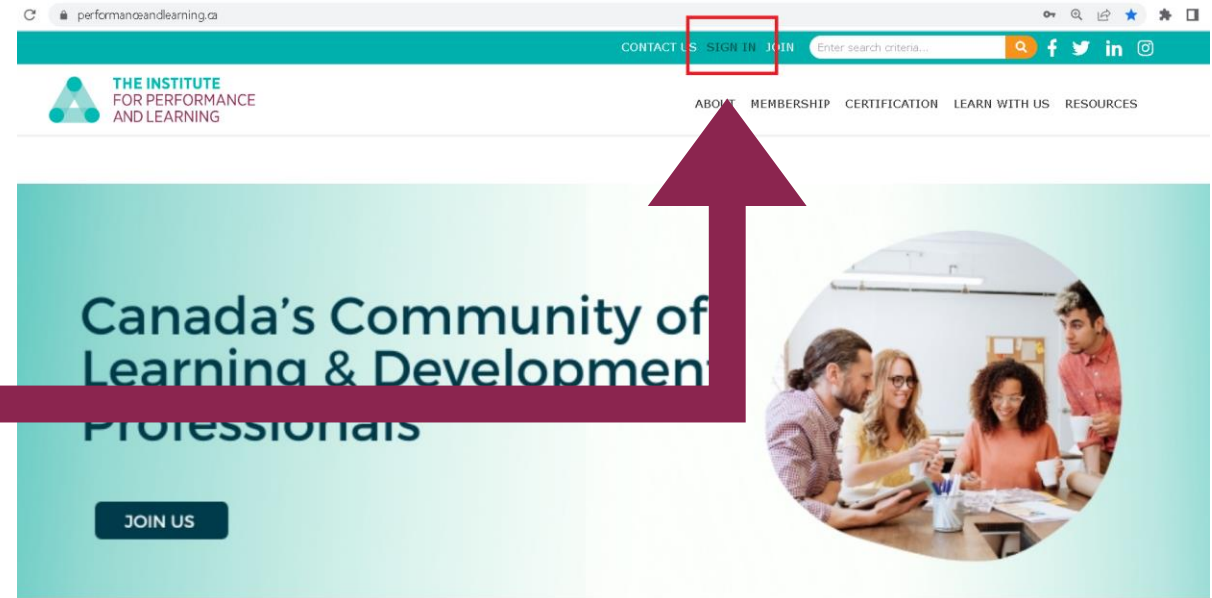


I4PL Member Updating Your Profile

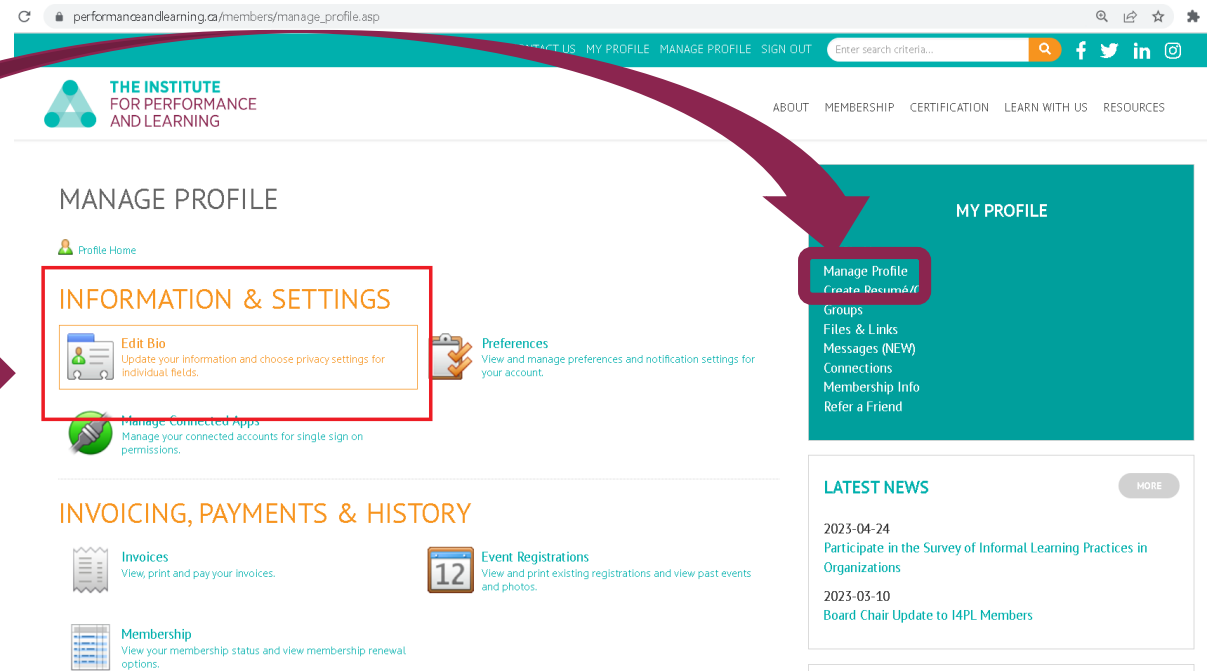
How-to Guide



Step 1. Sign In to your account on the I4PL site



Step 2. Click on “Manage Profile” on the right menu under “MY PROFILE”



Step 3. Click on the “Edit Bio” under Information & Settings



ERIN SPINK

+ More



PHOTO NOT AVAILABLE

Last updated: 2023-04-27

id: 684-0000

Erin Spink
Student

PERSONAL INFORMATION

EDIT]



CONNECTIONS (1)



Helen Wilkinson
View Connections >

PROFESSIONAL INFORMATION

EDIT]

ADDITIONAL INFORMATION

EDIT]

MY PROFILE

- Profile Home
- Manage Profile
- Create Resume/CV
- Groups
- Files & Links
- Messages (NEW)
- Connections
- Membership Info
- Refer a Friend

LATEST NEWS

MORE

2023-04-24
Participate in the Survey of Informal Learning Practices in Organizations

Step 4. Confirm which sections you'd like to update (Personal, Professional and Additional) and click "edit" on the right side of the teal line. You'll also see when you last updated your profile at the top above your name.



Step 5. Hover over any areas with information you'd like to check the visibility of. You'll see a person icon on the left side which will indicate who this information is visible to. To change, simply click it and choose your preferred visibility setting.

performanceandlearning.ca/members/edit.asp

CONTACT US MY PROFILE MANAGE PROFILE SIGN OUT Enter search criteria...

THE INSTITUTE FOR PERFORMANCE AND LEARNING ABOUT MEMBERSHIP CERTIFICATION LEARN WITH US RESOURCES

EDIT MY MEMBER PROFILE

Below is the information you provided during the registration process.

Privacy: All information entered below will be visible to site administrators. Registered members will be able to view any information you enter, unless you set the visibility selector to private next to the field you wish to be hidden. If your email address is private it will not be displayed. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set to public. To restrict fields and make them private, set the field to private by clicking on the head icon - and when the icon changes to a lock - the information will be private.

* Required Fields

ACCOUNT INFORMATION

Student

Your Personalized URL (create a personalized url)

Username (change)

Password (change)

E Mail Address * executivedirector@performanceandl...

Confirm E-Mail * executivedirector@performanceandlearn

Email Preference Manage Email Preferences

PERSONAL INFORMATION

(Example: Mr, Ms, Dr, etc.)

MY PROFILE

- Profile Home
- Manage Profile
- Create Resumé/CV
- Groups
- Files & Links
- Messages (NEW)
- Connections
- Membership Info
- Refer a Friend

LATEST NEWS

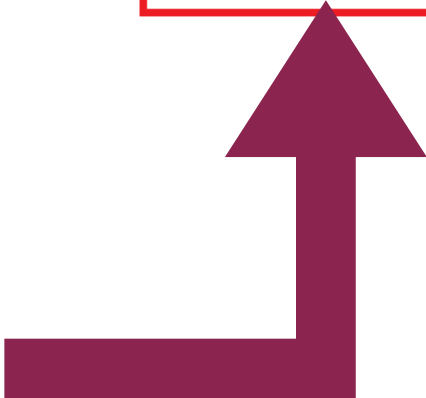
2023-04-24 Participate in the Survey of Informal Learning Practices in Organizations

2023-03-10 Board Chair Update to I4PL Members

CALENDAR

More Information

SAVE CHANGES **CANCEL**



Step 6. Scroll to the bottom of the page and click “save”.

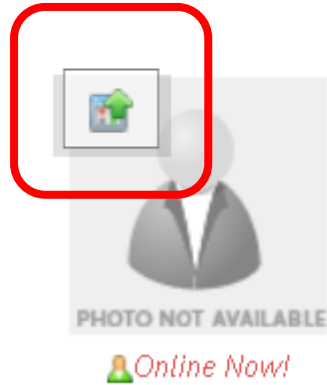
But wait! Have you also uploaded a photo of yourself?

If not, we’ll show you how....

ERIN SPINK

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1



Last updated: 8 minutes ago

Student: 68438650

Erin Spink

Student

1. Go to the “My Profile” page and hover over your photo icon. A mini window with a green arrow will appear in the top left corner.

MY PROFILE - UPLOAD PROFILE IMAGE

This photo will appear next to your contact information on your personal page. Headshots allow for quick member recognition and typically work best. If you have other photos you would like to share, they can be uploaded to your [personal photo album](#).

UPLOAD PROFILE IMAGE

2

Current Profile Image



 Drop photos here or click to upload

2. Click on it and you'll be able to upload any photo you choose!