

School Profile Update process

How to update school profile information

- ✓ Sign-in (make sure you use the **school's sign-in**, not your personal sign-in)
- ✓ Click on “Manage Profile” (found in gold box on the right side of the page)
- ✓ Click on “Edit Bio”
- ✓ Review all information listed for accuracy and make changes
- ✓ Please ***complete all required fields*** as these are used in marketing your school and some fields – like grades – are used in “school search” processes.
- ✓ Enter the “completed annual update” with the date when you have entered ALL updates
- ✓ Make sure to hit “save” in order for changes to be stored.
- ✓ **Deadline for completing profile update is August 1st of each school year.**

[A “how-to” video is also available.](#)