

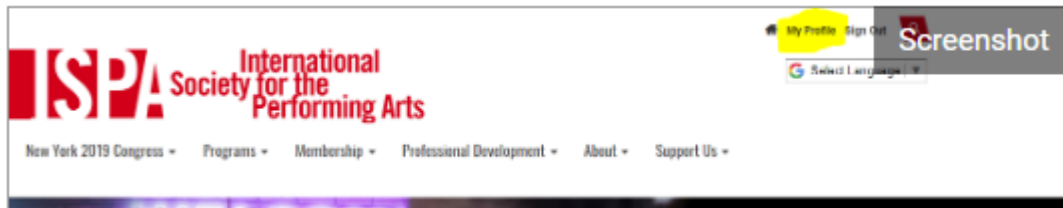


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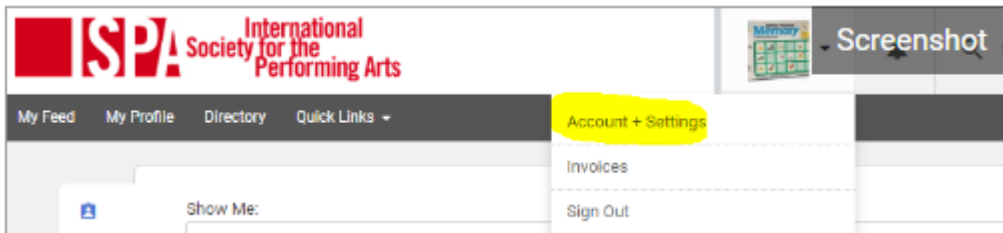
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How do I edit my profile or change my username/password?

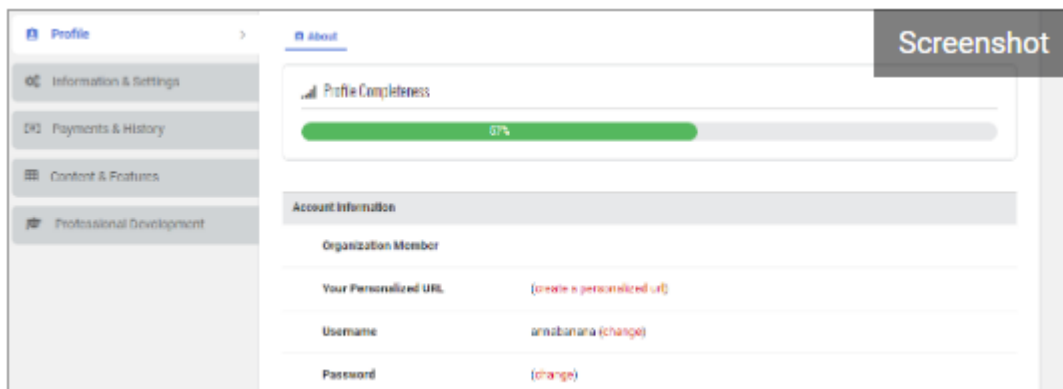
- ① Click on “My Profile” at the top of the page which takes you to your account.



- ② From the drop down menu on the Welcome, select “Account + Settings”.

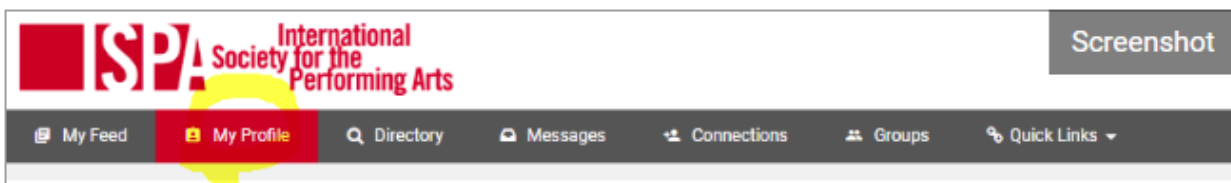


- ③ From here you can edit any of your contact information including your username and password.

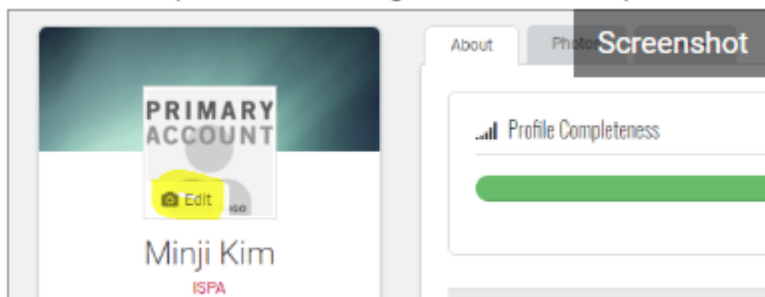


How do I update my profile image?

- ① Select “My Profile” from the main navigation at the top.



- ② Hover over the placeholder image and an “Edit” option will appear



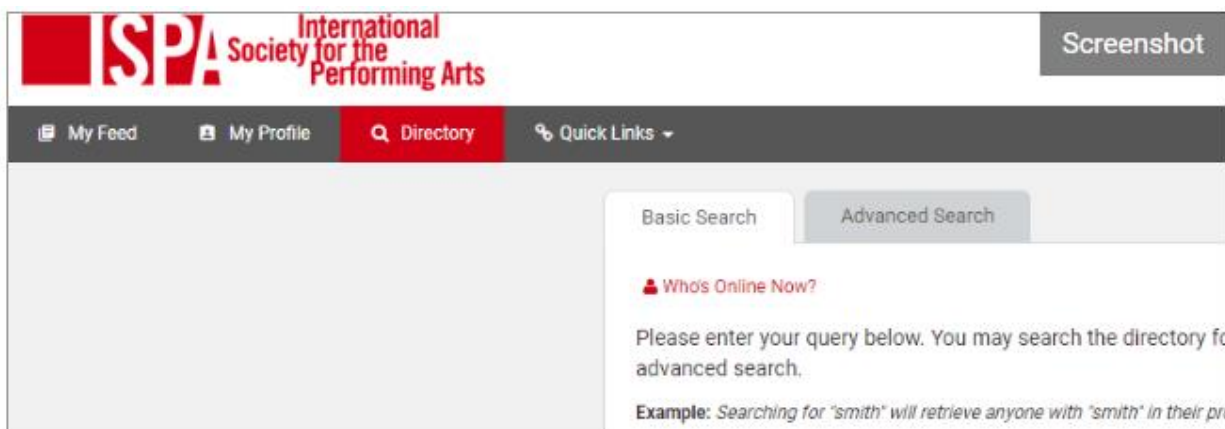
- ③ Select a file from your computer or device
- ④ The selected image will automatically be re-sized to fit

How can I search for members? Do you have a directory?

- ① Either select “Member Directory” from the Membership dropdown from the navigation menu bar



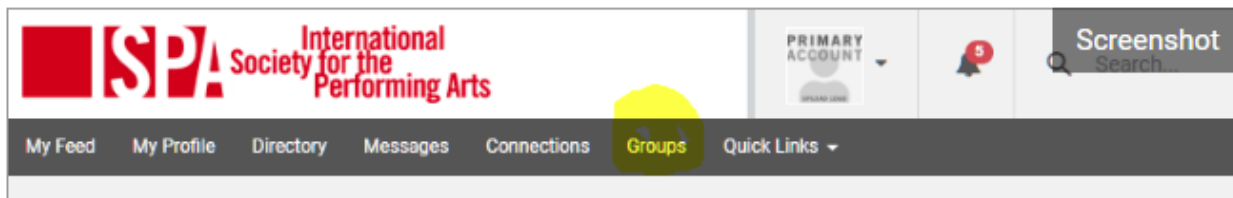
- ② or, if you are already in the ISPA Community Link, click on “Directory” at the top of the page



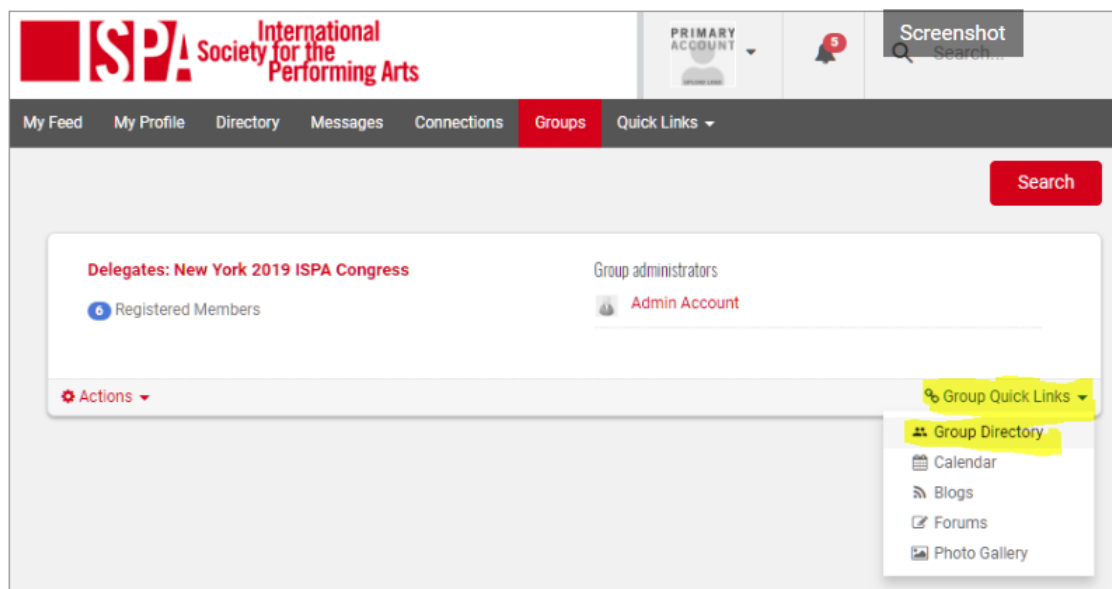
- ③ Enter your search criteria. To see a list of all members, do not enter any criteria and click “search”

How do I access the congress delegate list and delegate profiles?

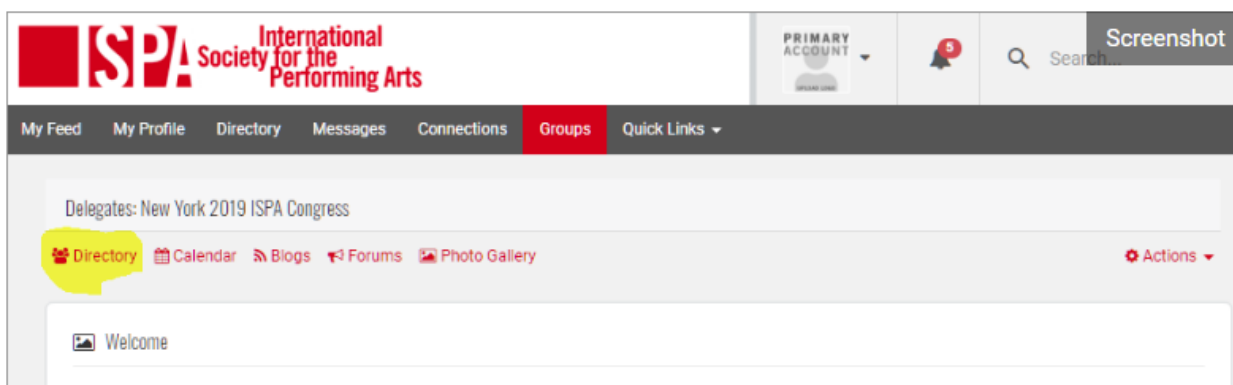
- ① Select “Groups” from the main navigation at the top of your profile page.



- ② Either use the “Group Quick Links” and select “Group Directory”,



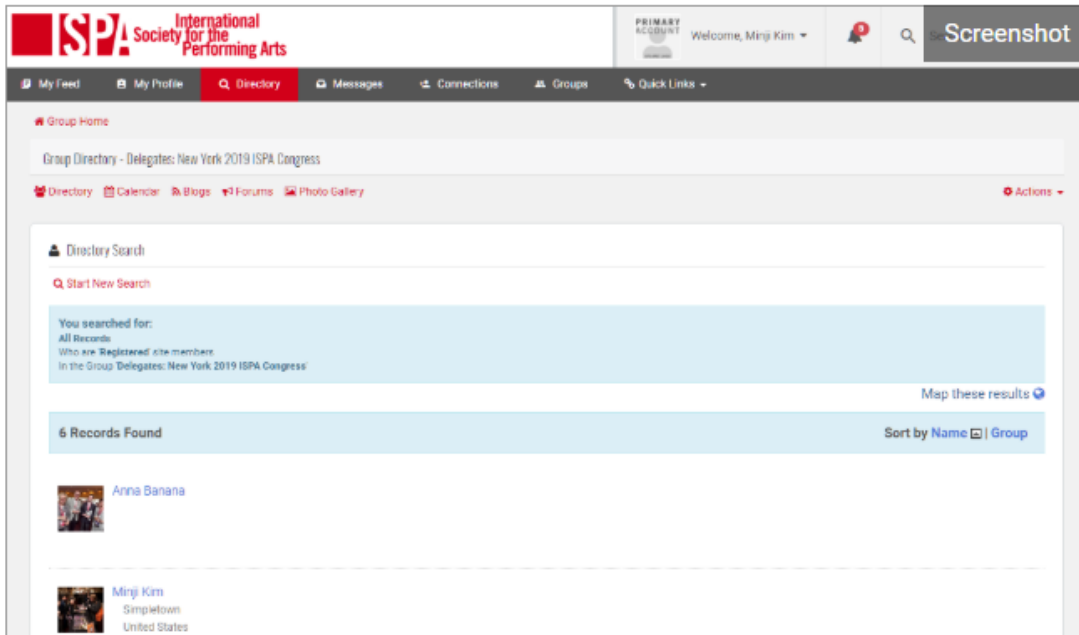
- ③ or click into the group title and then select “Directory” from the Features menu.



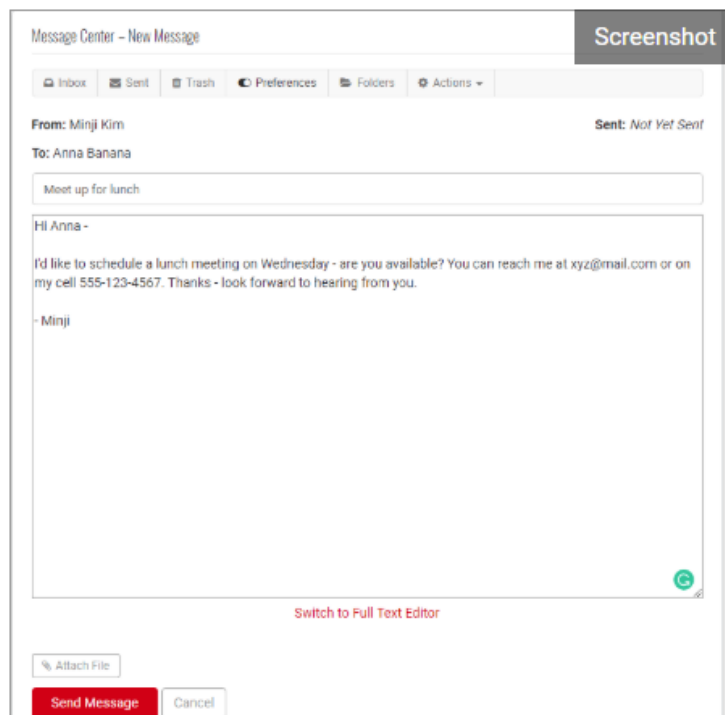
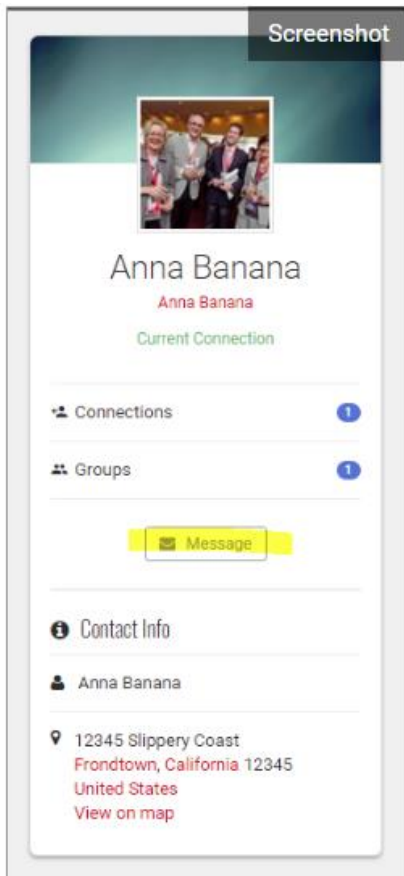
NOTE: If you don't see the “Groups” option, you need to sign into your sub-account - Primary, Affiliate or Employee account.

How do I contact congress delegates for meetings?

- ① From the Group Directory, select the person you'd like to contact and click on their name.



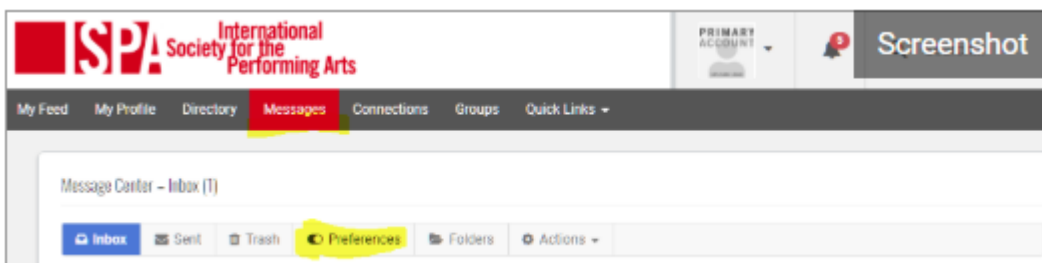
- ② If their email address or other contact information is not visible as part of their profile, you can send a message through the member Message Center.



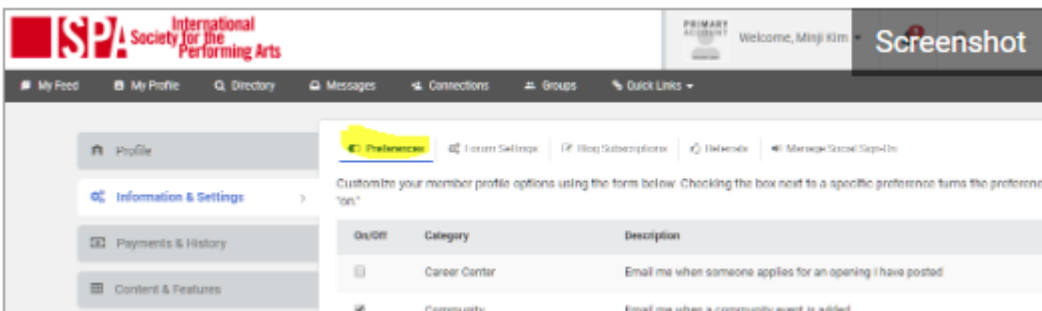
NOTE: Non-members and Employee members must be accepted as a “connection” BEFORE you are able to message someone. Organization Accounts do not have messaging capabilities.

How can I be notified if someone messages me?

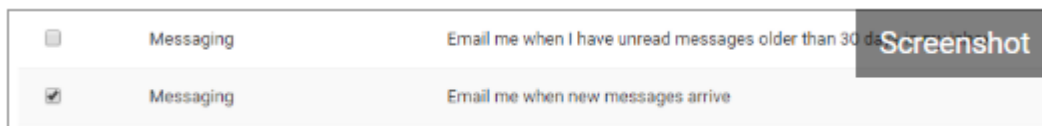
① Either, from the Message Center, select “Preferences”



or, from the “Information & Settings” tab, select “Preferences”.



② Under the category “Messaging”, select or toggle “on” the “Email me when new messages arrive” description.



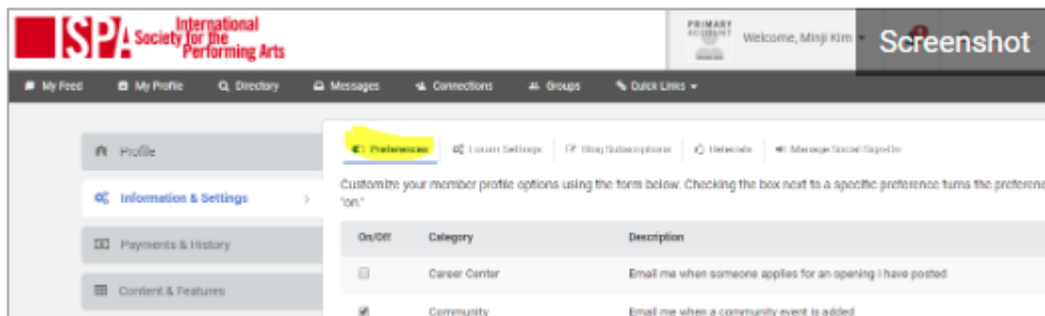
What is a “Connection”?

A “connection” is a permission from another member to see their profile and their feed activity – i.e., anything they post, like, or share; similar to “friending” or “following” someone on Facebook and Twitter. The person you would like to connect to must accept your connection request.

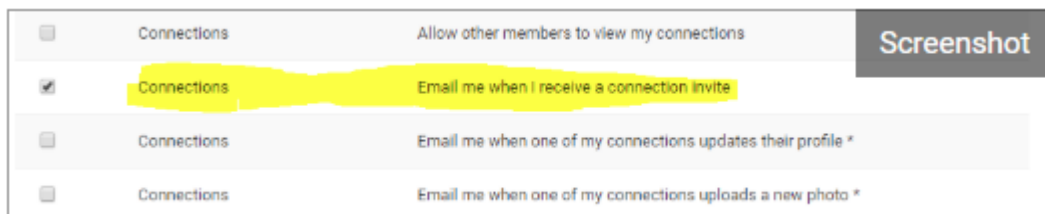
- **For Non-Members and Employee Account holders**, connections are required for viewing a profile and/or sending a message to an ISPA member.
- **For Primary and Affiliate Account holders**, connections are not required messaging an ISPA member or non-member, but are required for viewing their activity on your “feed” (similar to seeing activity of your Facebook friends on your Facebook feed).
- Connections are not available for Organization Master Accounts – all connections should happen through the sub accounts – (Primary/Affiliate)

How do I know if someone wants to connect with me?

- ① From the “Information & Settings” tab, select “Preferences”.



- ② Under the Category “Connections” select or toggle on “Email me when I receive a connection invite”.



- ③ Alternatively, any time you have a connection request pending, it will appear in your notifications and next to the connections menu item.



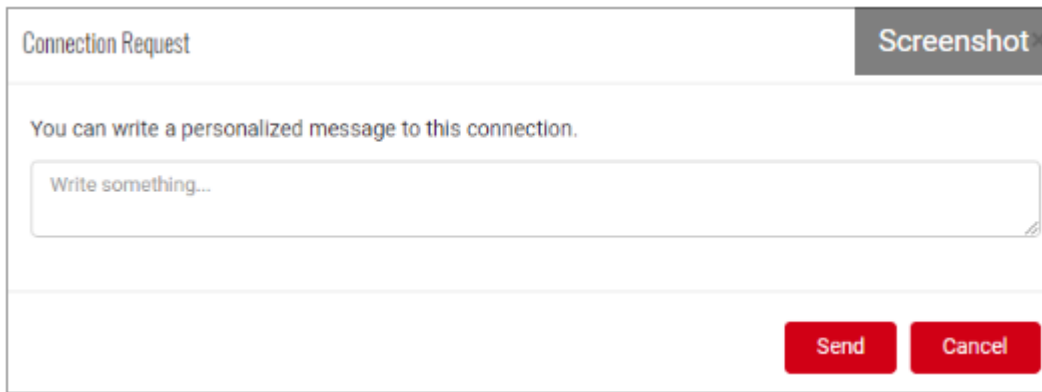
How do I make a connection request?

- ① You must be signed in to your Primary, Affiliate, Student, Employee, or Non-member account. You cannot make a connection request if you are signed in to your Organization Account.
- ② Click on “Connections” in the main navigation at the top of the page.



- ③ Available connections will be listed in the right column.

- ④ Click on the “Connect” icon to send a request.



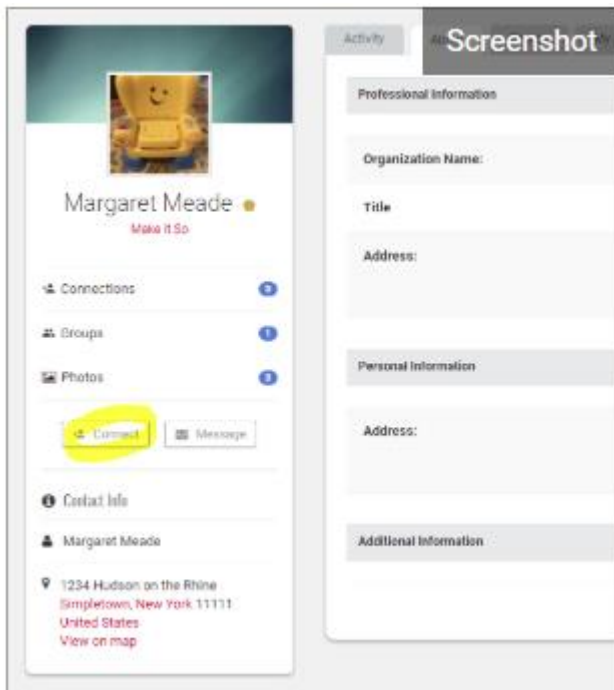
Connection Request Screenshot

You can write a personalized message to this connection.

Write something...

Send Cancel

- ⑤ You can also Connect to someone if you are viewing their profile.



Activity Screenshot

Margaret Meade
Make it So

Connections
Groups
Photos

Connect Message

Contact Info

Margaret Meade

1234 Hudson on the Rhine
Simpletown, New York 11111
United States
View on map

Professional Information

Organization Name:

Title:

Address:

Personal Information

Address:

Additional Information

[More answered questions are available online](#)