After signing into your account you will find many options under the heading **My Profile** that allow you to personalize your online account with SNA-WI.

Below is a list of items that you can manage:

- **Edit Your Online Profile** - navigate to Manage Profile and click on Edit Bio.
- **Control Emails Received** - click on Manage Profile and then Preferences. If you uncheck a box, you will no longer receive those notifications.
- **View Groups** - If you are part of a board member group, committee or to find your chapter group page, go to Manage Profile and then click on Groups.

When you need to update your personal or professional information, go to Manage Profile and click on Edit Bio. You may edit any fields on this page and click Save at the bottom.

**Lock Symbol**: The lock symbol signifies if a field is private or public. If the lock is red, it is a private field, only administrators on the website can see this information. If you click on the lock, you can change it to green, which means that field will be viewable by the public. You can also choose to show to members only.

You can control what notifications you receive - within Manage Profile and clicking on My Preferences. You will find a list of notifications you will receive through the website. You can turn these on and off at any time. Just click the check box to activate a notification and uncheck the box to inactivate any notifications you wish to disable.