

To update your member profile / control what information is visible to other ASAP members

- After signing into the ASAP website you can change your password or update any of your contact information by going to the **Manage Profile** page and clicking on the **Edit Bio** button. (**See:** *How do I log into the ASAP Website?*)
- If you wish to mark a field as private/not shown in the member directory you will need to click on the icon preceding that field but please note that in either case, your information is visible to ASAP site administrators.



- = Visible to other members in the member directory



- = Hidden from other members in the member directory

- It is important that we have both home and work contact information for everyone so that we can ensure you receive information about local events that may be of interest, as well as receive a printed copy of **Strategic Alliance Magazine** (for US based ASAP members) at your desired location.
- Be sure to click **Save Changes** when you are done making edits.