

How to.....Update your profile.

Visit our website: www.trcri.org

Log in using your username and password.



The screenshot shows the homepage of The Resource Center for Religious Institutes (RCRI). The header includes the RCRI logo, navigation links (HOME, ABOUT US, SERVICES, MEMBERSHIP, LINKS, TOOLBOX), and a search bar. A large banner image shows a group of people. Below the banner, the 'WHO WE ARE' section describes the organization's mission. On the right, the 'SIGN IN' section is highlighted with a red circle, showing a login form with fields for username (SHidalgo) and password, a 'SIGN IN' button, and a 'Forgot your password?' link.

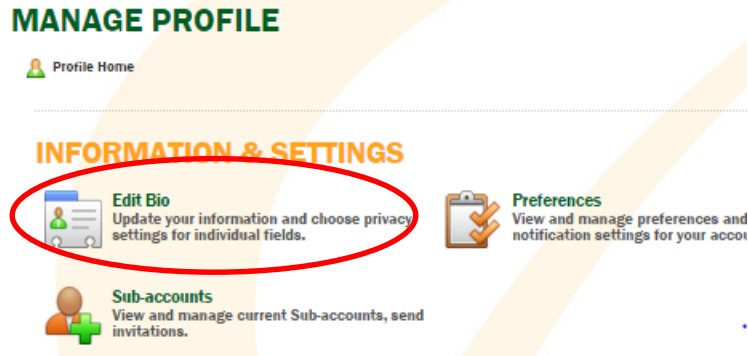
You will land on this page..... In the MY PROFILE box..... select “Manage Profile.”



The screenshot shows the user profile page for Sabrina Hidalgo. The header includes the RCRI logo, navigation links, and a search bar. The main content area displays the user's profile picture, name, and a 'Feeds' section. On the right, the 'MY PROFILE' section is highlighted, showing a list of links: Profile Home, Public Profile, Manage Profile (circled in red), Create Resume/CV, Groups, Networks, Files & Links, Favorites, Messages, Connections, and Membership Info.

How to.....Update your profile.

You will select “Edit Bio.”



Here you will see all your information.... Verify that it is correct

EDIT MY MEMBER PROFILE

Below is the information you provided during the registration process.

Please Note: 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 (not visible in profile) next to the field you wish to be hidden. If your email address is Private (not visible in profile) it will not be displayed, but members can still contact you via email through the site's group email system if permitted by the group administrator. For a publicly accessible member type, site visitors will be able to view any field whose visibility is set as Public (Visible to Everyone). To restrict fields to only registered members set the visibility for the field to Member Only (Visible Only to Members).

* Required Fields

ACCOUNT INFORMATION

Your Personalized URL (create a personalized url)
Username whidalgo (change)
Password (change)
E-Mail Address * whidalgo81@gmail.com
Confirm E-Mail * whidalgo81@gmail.com

PERSONAL INFORMATION

Title (Example: Mr, Ms, Dr, etc.)
Full Name * Sabrina Hidalgo
Suffix (Example: Sr, Jr, III, etc.)
Nick/Screen Name
Your Website (Start with: http://)
Alternate E-Mail

PROFESSIONAL INFORMATION

Organization RCD
Your Title
Website (Start with: http://)
Address 8824 Cameron Street
Address Cont.
City/Town Silver Spring
Country United States
State Maryland
Postal Code 20910
Phone 301 585-8143
Fax 301 585-2897

ADDITIONAL INFORMATION

Education/Experience
Social/Volunteer Organizations
More Information

When you get to the bottom..... Accept the terms of our website and select “Save Changes.” (See next image.)

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TERMS OF USE

Member organizations that join RCRI must be an institute of consecrated life or a society of apostolic life. The representatives whose names are attached to the account (Primary and Subscriber) must be either a member or an employee of the institute/society. Some individuals who are not members of these types of organizations are allowed to have access similar that of members. If you are granted a username and password to access the RCRI website, by clicking "I agree," you agree to not share any of the copyrighted materials from the website beyond your own organization without express written permission from RCRI. You also agree not to share confidential information or knowledge that is gained

☐ I Accept the Terms of Use

SAVE CHANGES **CANCEL**

If you are a primary member, you can also see and edit and secondary members or “sub-accounts” by selecting “Sub-accounts.”

MANAGE PROFILE

Profile Home

INFORMATION & SETTINGS

Edit Bio
Update your information and choose privacy settings for individual fields.

Preferences
View and manage preferences and notification settings for your account

Sub-accounts
View and manage current Sub-accounts, send invitations.