

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. At the top left is the RCRI logo. To the right are links for "Contact Us" and "Sign In", and a search bar. Below the logo is a navigation menu with "HOME", "ABOUT US", "SERVICES", "MEMBERSHIP", "LINKS", and "TOOLBOX". A large banner image shows a group of people. Below the banner is a "WHO WE ARE" section with descriptive text. On the right side, a "SIGN IN" form is highlighted with a red circle. The form contains a username field with "SHidalgo", a password field with ".....", a "SIGN IN" button, and a "Forgot your password?" link.

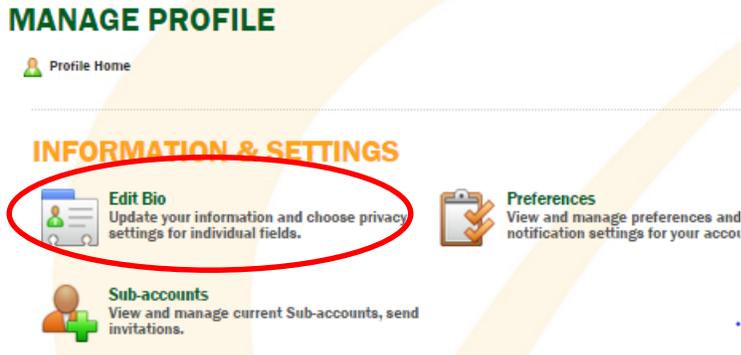
You will land on this page..... In the MY PROFILE box..... select "Manage Profile."



The screenshot shows the user profile page for Sabrina Hidalgo. At the top left is the RCRI logo. To the right are links for "Print Page", "Contact Us", "My Profile", and "Sign Out", and a search bar. Below the logo is a navigation menu with "HOME", "ABOUT US", "SERVICES", "MEMBERSHIP", "LINKS", and "TOOLBOX". The main heading is "SABRINA HIDALGO". Below the heading are "Profile Pages" and "More" links. A profile picture of Sabrina Hidalgo is shown with the text "Online Now!". Below the picture are tabs for "Feeds", "Wall", and "Bio". The "Feeds" tab is active, showing "Feeds: All Activity | Groups | Connections". Below the tabs is a text input field with "Write something..." and a "POST" button. On the right side, a "MY PROFILE" menu is highlighted with a red circle. The menu items are: "Profile Home", "Public Profile", "Manage Profile" (circled in red), "Create Resume/CV", "Groups", "Networks", "Files & Links", "Favorites", "Messages", "Connections", and "Membership Info".

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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 unless 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: ahidalgo (change)
Password (change)
E-Mail Address *: ahidalgo81@gmail.com
Confirm E-Mail *: ahidalgo81@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

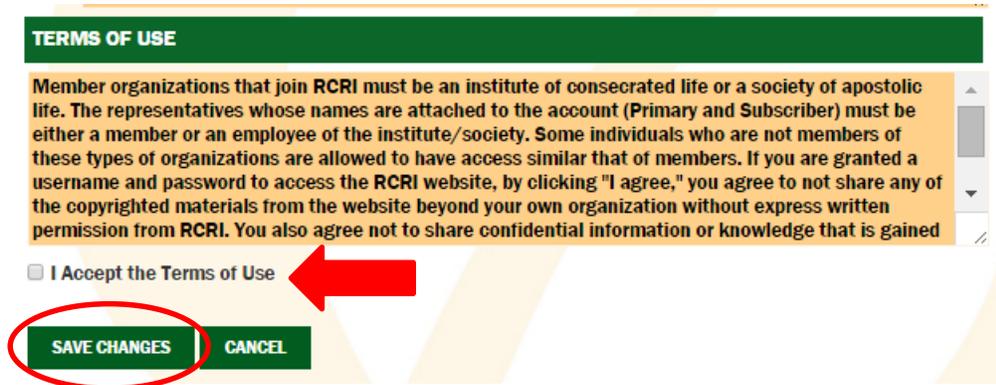
Organization: RCR
Your Title
Website (Start with: http://)
Address: 8824 Cameron Street
Address Cont.
City/Town: Silver Spring
Country: United States
State: Maryland
Postal Code: 20910
Phone: 301 580-8143
Fax: 301 580-2897

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

