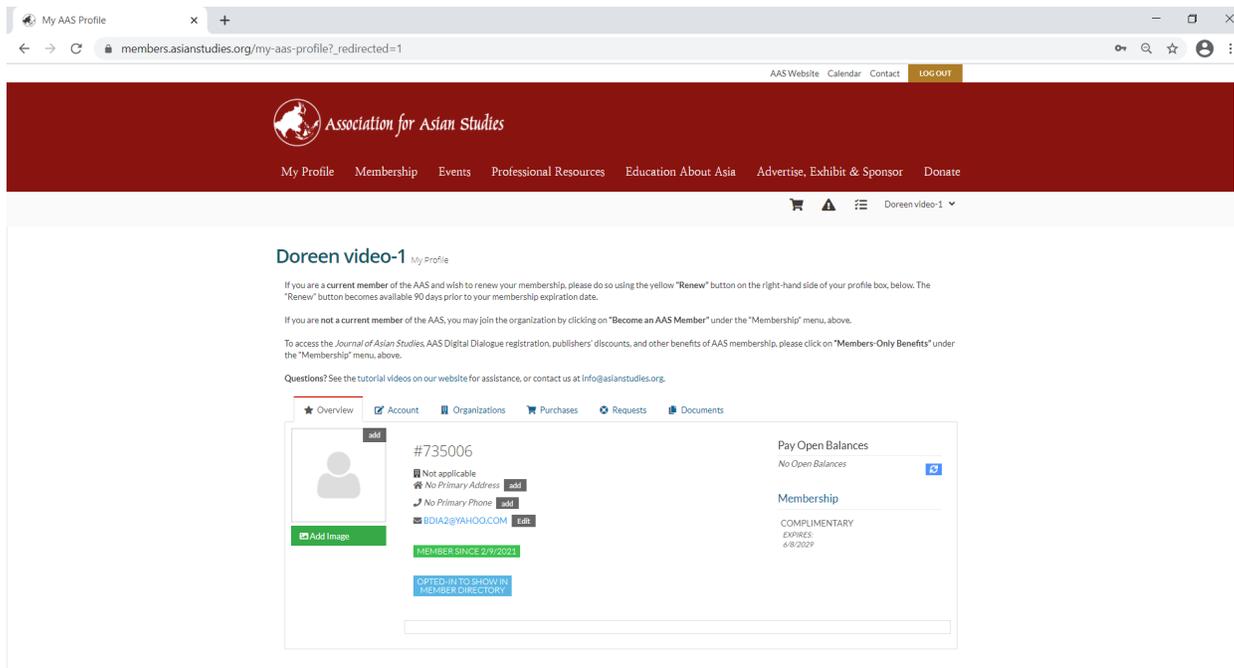


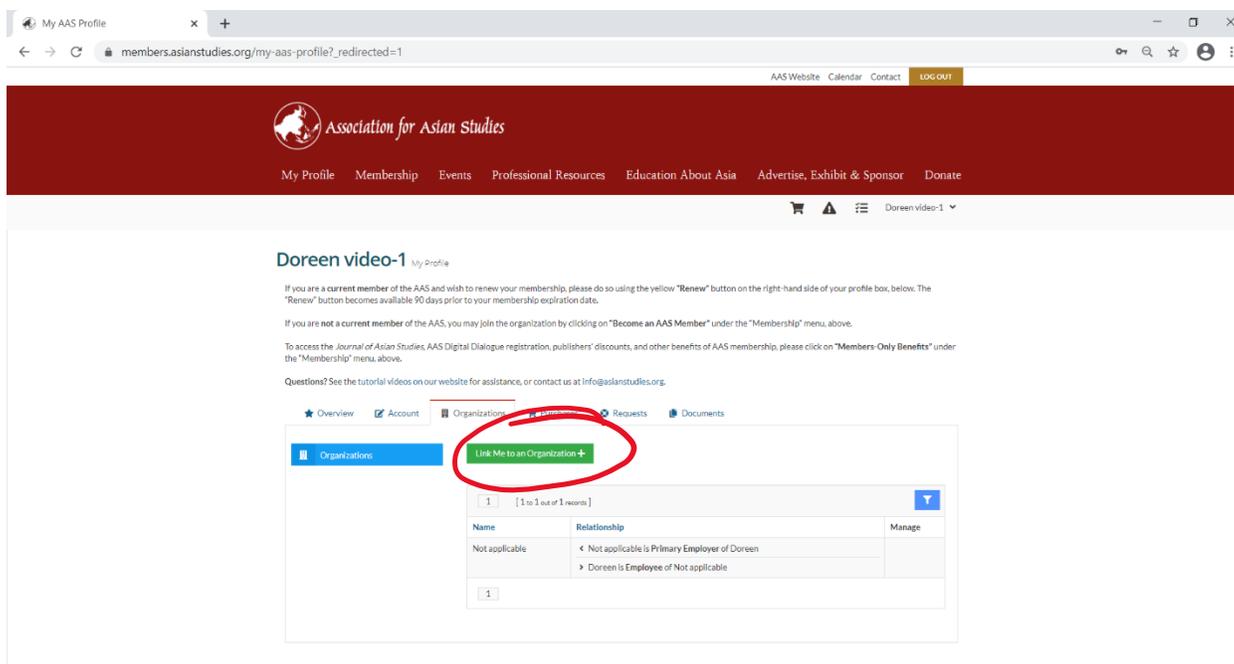
How to change your institution or organization

Should you wish to add or update the name of the institution or organization on your profile, please log into your profile and select the “Organizations” tab.



The screenshot shows the user's profile page for "Doreen video-1". The "Organizations" tab is selected in the navigation menu. The profile information includes a membership number #735006, a membership start date of 2/9/2021, and a membership status of "COMPLIMENTARY" with an expiration date of 6/8/2029. The "Pay Open Balances" section shows "No Open Balances". The "Membership" section shows "COMPLIMENTARY" with an expiration date of 6/8/2029. The "Organizations" section is currently empty.

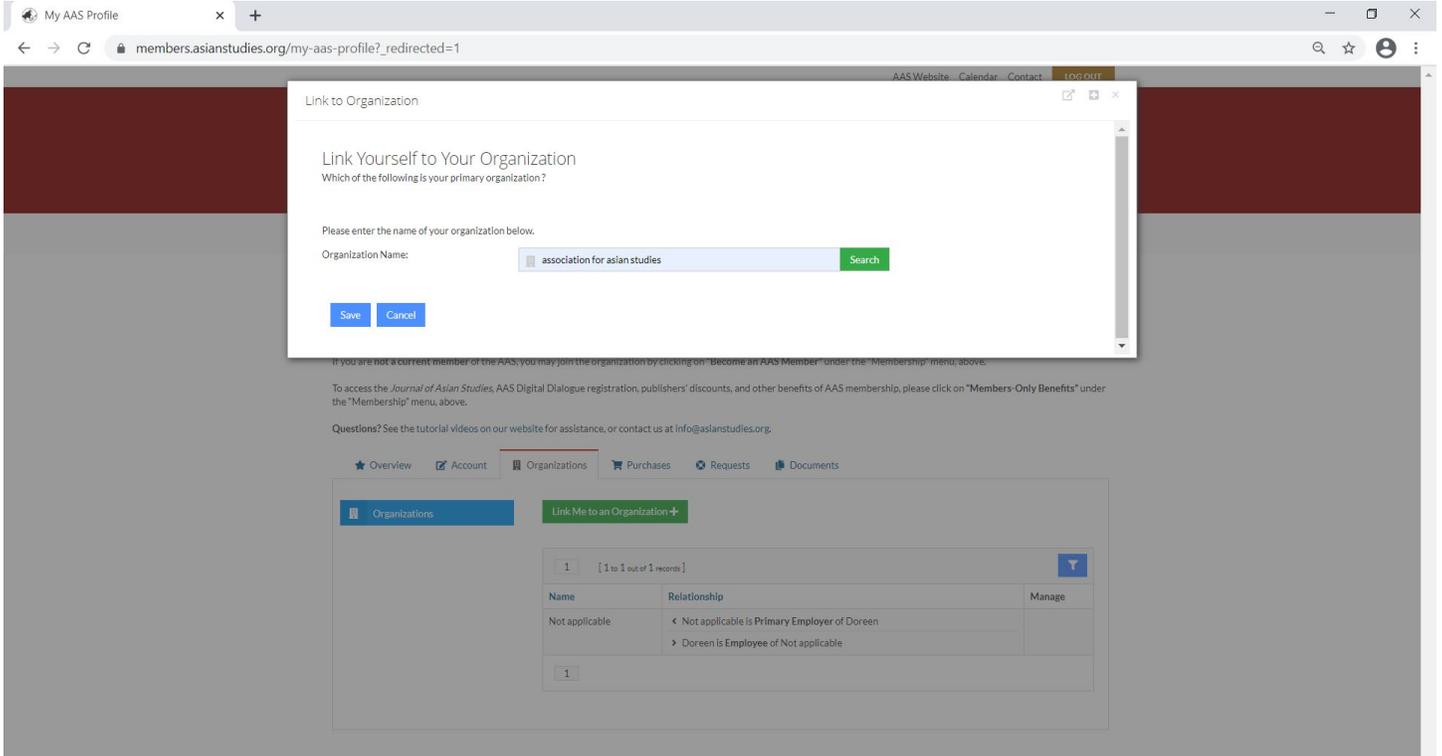
Then click on the green “Link Me to an Organization” button



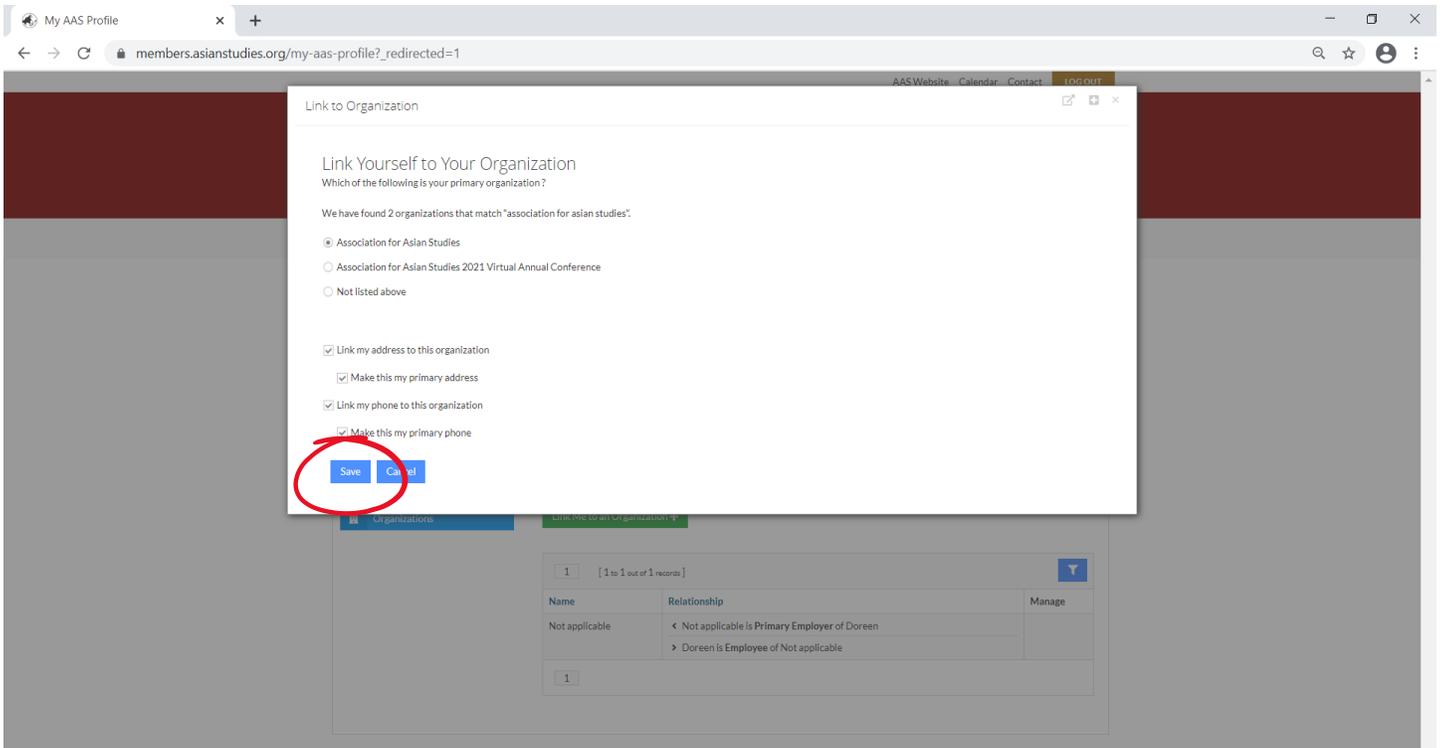
The screenshot shows the same profile page, but the "Organizations" tab is now active. A green button labeled "Link Me to an Organization+" is highlighted with a red circle. Below the button, there is a table with one row of organization information:

Name	Relationship	Manage
Not applicable	< Not applicable is Primary Employer of Doreen > Doreen is Employee of Not applicable	

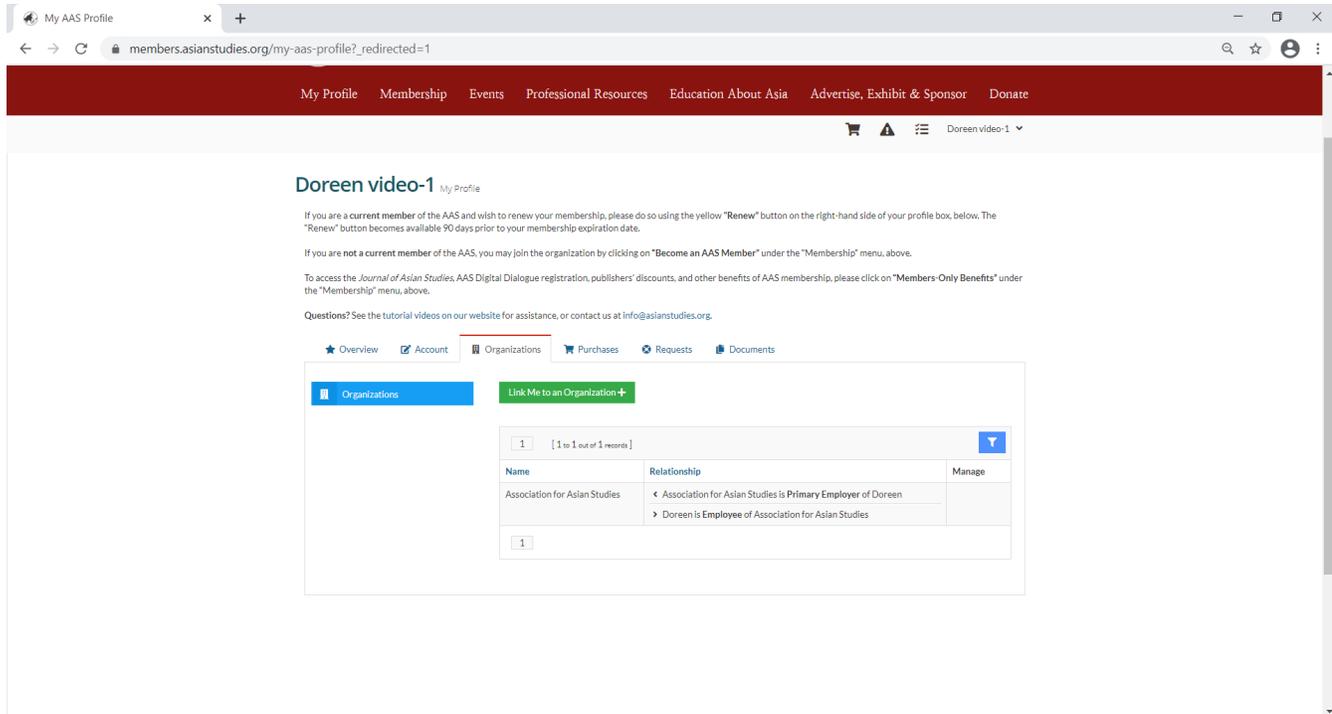
Enter the name of your institution or organization then press Search



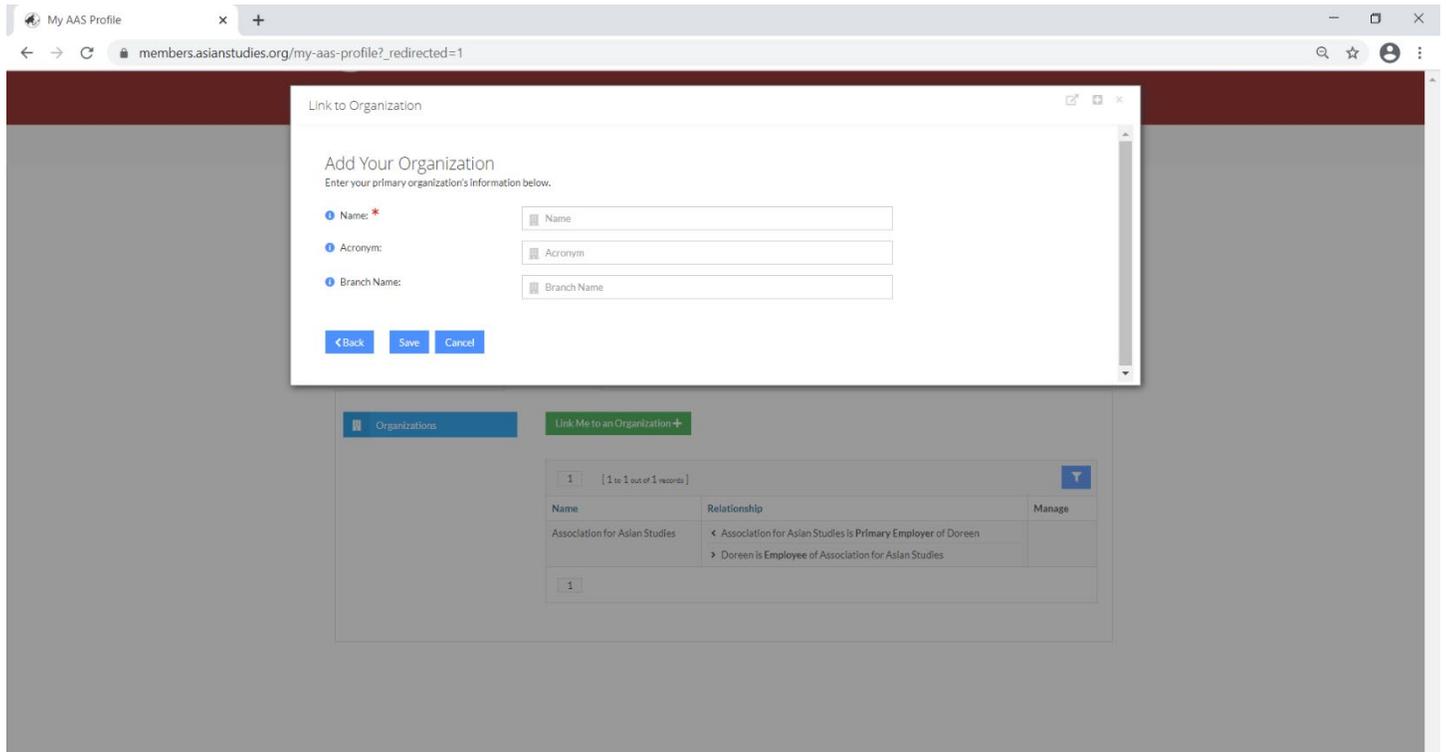
Select your institution or organization, and press Save.



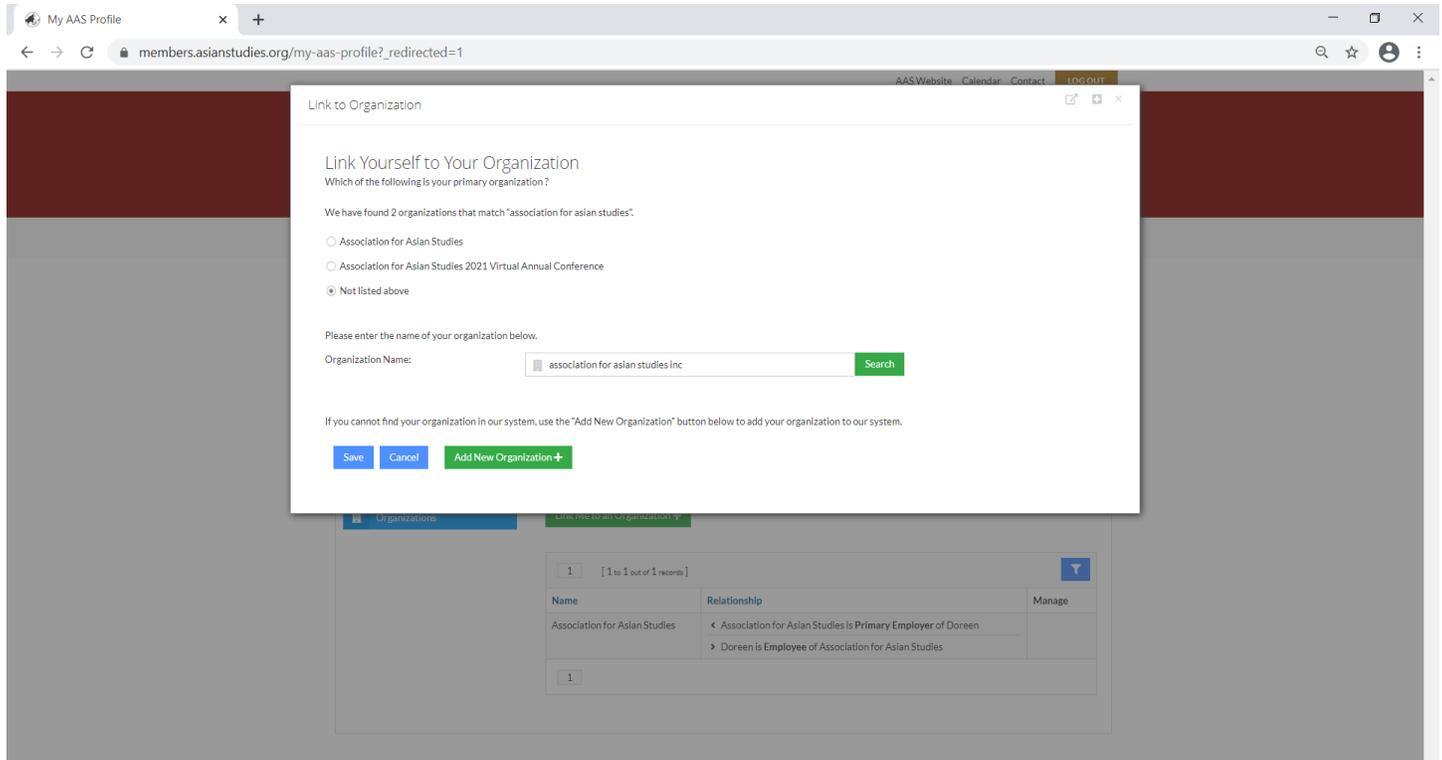
And then you are immediately brought back to your Organizations page with the updated information.



If a drop down box does not appear, that means your institution or organization is not currently in our database, and you will have the opportunity to enter your institution or organization.



If a list of other institutions or organizations are listed, but not yours specifically, please select “Not Listed Above”, and enter the name of your institution organization.



And a new field will appear where you may enter the name of your organization. Complete the Field Name again and click on Save to have your institution or organization saved onto your profile.

