## **Update Your WASFAA Membership Information**

The WASFAA website allows you to update the following information about you.

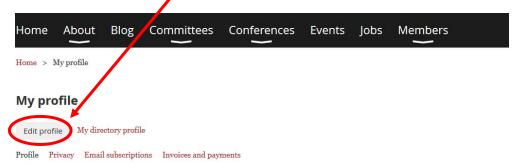
- Profile
  - o Name
    - o Organization
    - o Areas of expertise
    - o Committees
    - NASFAA credentials
- Directory Information
  - o Control what's displayed to other WASFAA members
  - o The directory requires members to login to the WASFAA site
- Email subscrscriptions
  - o Receive email notifications regarding events and other WASFAA news
  - o Job notifications

## Here's how to update your WASFAA profile:

- 1. Login
- 2. Click on your name in the top left corner



3. Click on the "Edit profile" box



## **Membership details**

- 4. Update your profile information
- 5. Click on the "Privacy" link to control the information shared in the Membership Directory.

Home	About	Blog	Committees	Conferences	Events	Jobs	Members
Home > M	ly profile > E	idit					
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## 6. Update your privacy preferences.

- a. You can control the visibility of each profile field.
- b. If you would like to <u>exclude</u> your information from the Membership Directory, unselect the "Show profile to others" box.

My	profile
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Save Cancel			
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7. After you have updated your profile and privacy, click on the Save button (located at the top or bottom of the screen).