These directions and screenshots were developed to help you get the most benefit from your SIOP Membership Profile. Please fill out your profile as completely as possible.

Give your fellow members, media outlets, and potential employers the most up-to-date information about you.
It is our experience that members with a completed profile *are more likely* to be called to give media comments or contacted about a consulting opportunity.
Go to [www.siop.org](http://www.siop.org) and click here to log in to your SIOP account.
Log in using your SIOP username and password.
Once you are logged into your account, look for the column of “Account Actions.”

Don’t forget to upload your photo.
Account Actions

You want other SIOP members to be able to contact you for collaborations or to request your expertise, right?

We recommend that you begin by updating the first “Account Action,” Edit Name and Employment Info (note that to change your first or last name you must contact the SIOP office.) Add your home or office address in the Edit Addresses link and a second email address or cellphone number in the Edit Emails and Phone Numbers link.

Any changes made here will update your listing in the Member Directory.

Don’t forget to add your website address as a method of Communication under the Edit Emails tab.
Next move on to “Edit Demographic Information.” There are a number of demographic fields that you can fill out, including Employment Setting, Educational information, Gender, Ethnicity, and Birthdate, which provide SIOP with more comprehensive information about you. This allows us to tailor programs, emails, and partner information to meet your interests and needs. SIOP members love data. Guess what? Your Administrative Office does too! Please help us out and complete your demographics!

Employment Settings are the first item you’ll see on the Edit Demographics screen.

After each category update, be sure to click the link “Return to User Account” to return to the Account Actions menu.

Employer type is used for surveys, mailing lists, and studies.
Please confirm we have your correct educational institution, degree, year of graduation and major. These appear in the **Member Directory** (see next slide.)

For creating statistical reports about our members, SIOP would like to know your gender/ethnicity info.
Your career profile is next...
These may be important to your career development, possibly leading to collaboration with like-minded members.

Be especially sure to complete About Me and the **Interest Areas** and **Keywords** fields, which allow you to list what you want other members and the media to know about you.
Your Media Resources entry would appear like this. Note the Interest Areas that were previously filled in on the Demographics screen.

Here’s how the same Interest Areas and About Me look in the Member Directory:
Next is the section where you can tell us about your other affiliations. Without knowing these, SIOP may not know if you might be eligible for other organization’s awards, including Fellow.

The last section under the Demographics tab covers your entry into the **SIOP Consultant Locator**, which is a free listing that is open (and oft-used) to the public, media, companies looking for a consultant, etc. The Consultant Locator profile is followed by the **Health, Safety and Well-Being Registry** profile, which is recommended for SIOP members who research and work on issues of health, safety, and well-being in the workplace.
Now choose the link “Upload Resume and Biography.” This step is important to complete so your entry in Consultant Locator is as complete as possible. Companies searching for a consultant want more information up front!

This is how the “Upload Resume and Biography” screen appears when you click on it. “Add New” to upload your resume/CV.
Below is a Consultant Locator entry. Note the Areas of Services, and Keywords that were entered on the Demographics page. To the right is a Health, Safety and Wellbeing Registry entry, which includes slightly different fields created in the “Edit Demographics” screen.
To connect with other members, view the Membership Directory; Consultant Locator; Media Resources; and the Health, Wellbeing and Safety Registry. Links for these can be found under the “Connect” tile on the Membership dropdown menu. The Membership Directory is not available to the public, so you must log in to use this service.
Thanks for reviewing this presentation.

For questions about your Membership Profile, please contact Michelle Zavaleta, Member Relations Specialist at mzavaleta@siop.org or 419-353-0032.