

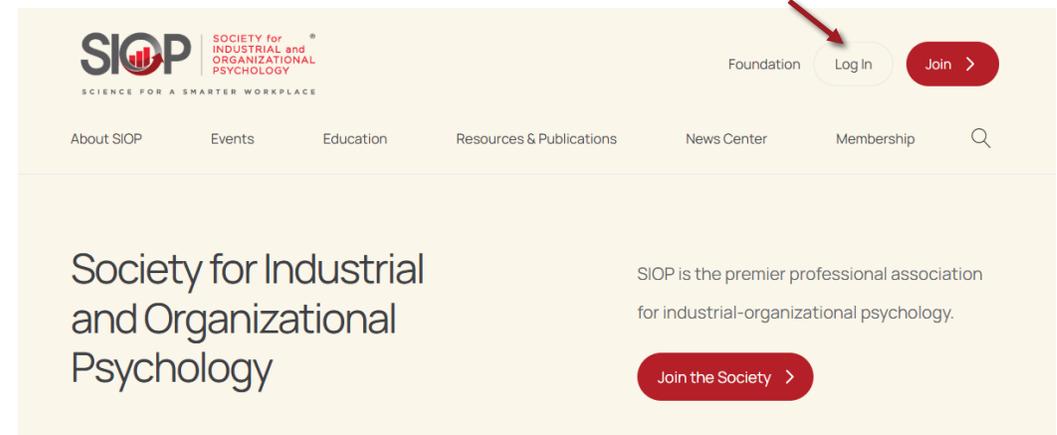


## How To Update Your Profile

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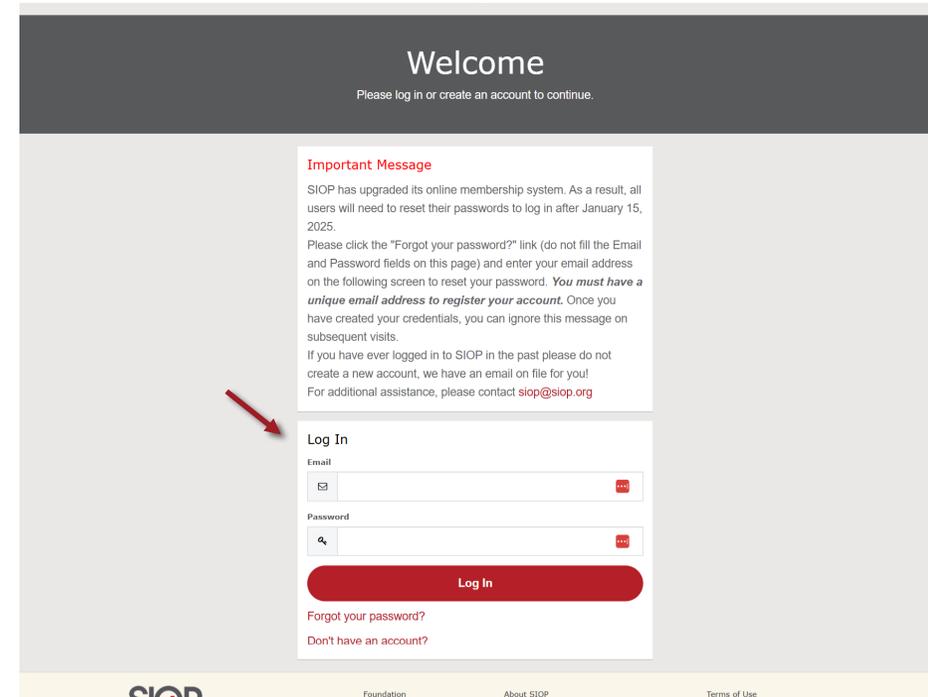
1. Go to <https://www.siop.org/>
2. Click the **Log In** button in the upper right-hand corner (see Image 1)

Image 1



3. Enter in your login information (see Image 2)
4. Click the red **Log In** button

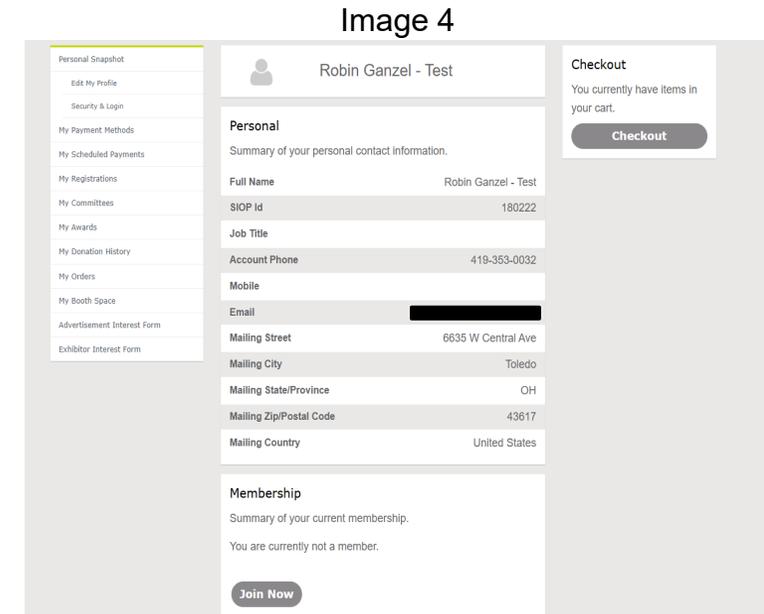
Image 2



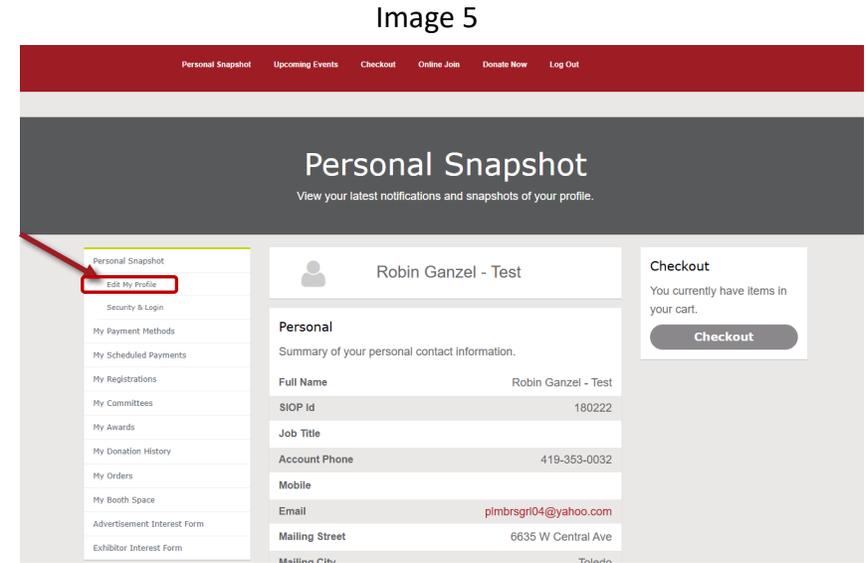
5. Click on **My Account** in the upper right-hand corner.  
(see Image 3)



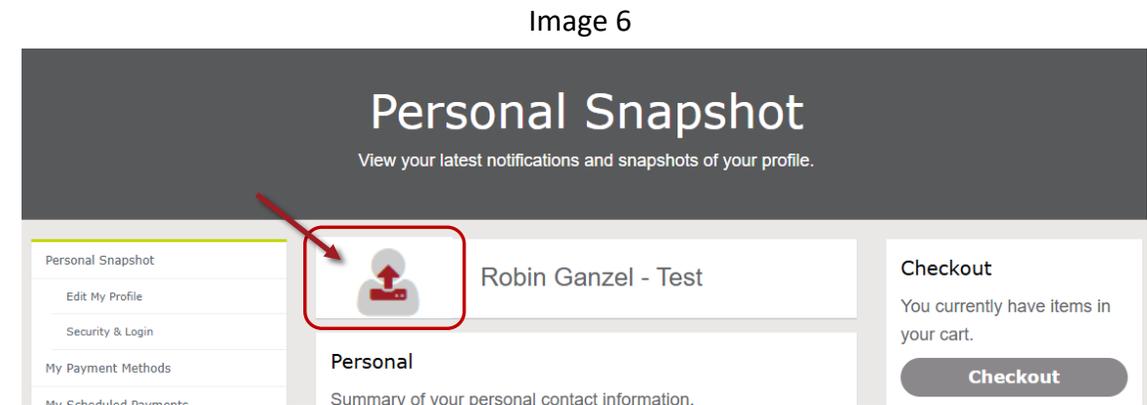
6. You will be brought to your “Personal Snapshot” page.  
(see Image 4)



5. Select **Edit My Profile** from the menu options on the left.  
(See image 5)



6. To update your profile picture, select the picture placeholder as indicated in the image.  
(See image 5)



7. Drag and drop your photo OR click in the blue box to choose your photo manually.  
(See image 7)

8. My Profile will open where you can edit the following fields:  
(See image 8)

- Name and Job Title
- Phone
- Mailing Address
- Make decisions on your inclusion in SIOP's Media Resources Directory
- Make decisions on your inclusion in SIOP's Consultant Locator Directory
- Billing Address
- Additional Information
  - Gender
  - Ethnicity
  - Disability Status
  - Veteran Status
  - Area of Interest
  - Employment Status
  - Employer Information
  - Year Started in the I-O Field
  - Licensure Information
  - Other Organizational Affiliations
  - Add a bio or information about you
  - Add LinkedIn Account Information
  - Update your expected graduation date (for Student members)

Image 7

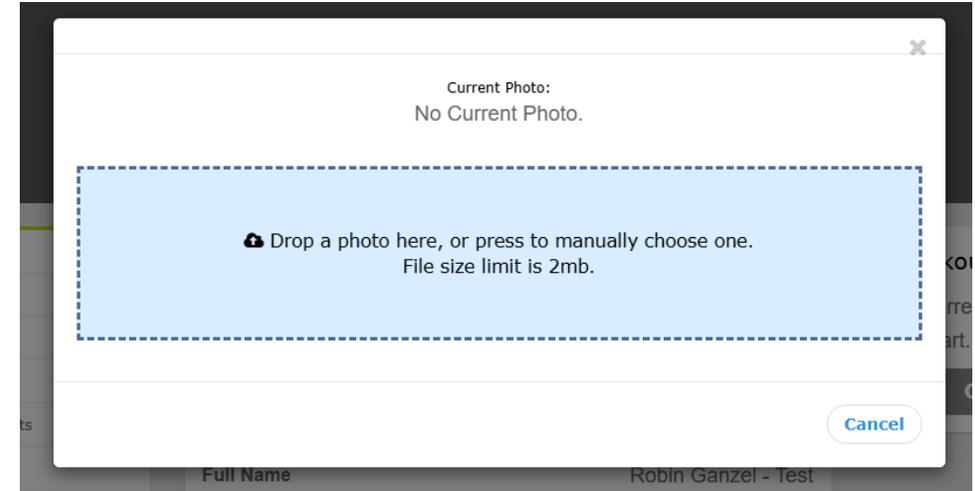
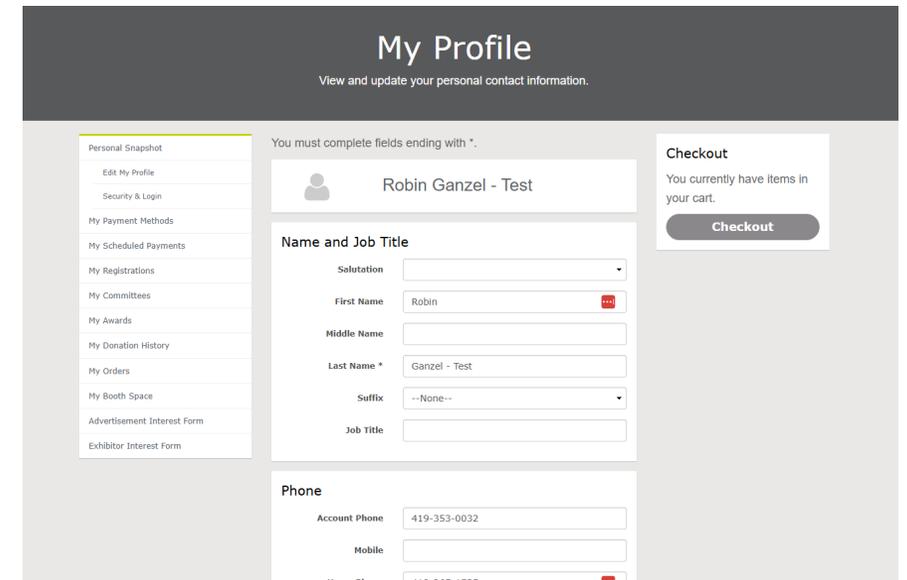


Image 8



9. Once all update have been made, make sure to hit the red **Save** button at the bottom of the page.  
(See image 9)

### Image 9

The form contains the following fields and options:

- Employment Status: --None--
- Company Name: [Text Input]
- Primary Employer Type: --None--
- Year Started in the I-O Field(YYYY): [Text Input]
- Licensed Psychologist
- States Provinces of Psychology Licenses: [Text Input]
- SHRM Certification
- Other Organizational Affiliations: Select Some Options
- About Me: [Text Area] (No Title)
- Practitioner
- Academic
- LinkedIn Account: [Text Input]
- Expected Graduation Date: [Text Input]

A red arrow points to a red **Save** button at the bottom right of the form.

10. Once saved, you will get a “Got it, thanks.” message.  
(See image 10)



If at anytime during this process you encounter any issues or have questions, please reach out to us at [siop@siop.org](mailto:siop@siop.org).