

[GTP] How to Edit Company Employees and add Key Contacts on SIOP Portal

This guide provides a straightforward process for adding/editing your company roster on the SIOP Portal, ensuring your profile remains current.

1 Navigate to <https://portal.siop.org/>

Personal Snapshot
View your latest notifications and snapshots of your profile.

Personal Snapshot

- Personal Snapshot
- Edit My Profile
- Security & Login
- My Payment Methods
- My Scheduled Payments
- My Registrations
- My Committees
- Join a Committee
- Committee Roster
- Member Directory
- My Awards
- My Donation History
- My Affiliations**
- My Orders
- Company Scheduled Payments
- Election Nominations
- My Nominations
- My Booth Space
- Advertisement Interest Form
- Exhibitor Interest Form
- Graduate Training Program Online

Managing Partner

Personal
Summary of your personal contact information.

Full Name

SIOP Id

Job Title Managing Partner

Account Phone

Mobile

Email

Mailing Street

Mailing City

Mailing State/Province FL

Mailing Zip/Postal Code 34787

Mailing Country United States

Membership
Summary of your current membership.

2

Click "My Affiliations" on the left hand tool bar

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FL

34787

United States

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Click on the three dot ellipses of the affiliation you wish to change/edit roster. Select **"Manage Roster"**

SIOP

Foundation Log In

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4

Click **"Add Individual"** if your colleague/grad student/staff is not already currently listed.

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Viewing And Searching Within: University of Minnesota

Actions

Add Location

Add Individual

name, last name, company, etc.

University of Minnesota

University of Minnesota

University of Minnesota

University of Minnesota

University of Minnesota

Amy Danzeisen

- 5 Search the SIOP database for the individual you wish to connect with your institution. Click "**Search**". Once their name appears select "**Add**" to include them in the institutional roster list.

Creating Individual Affiliation For: University of Minnesota

Search For Individuals

Search to see if the individual already has a profile.

Last Name *

First Name

Email

Search

- 6 Contact SIOP Staff to codify that new staff addition to the roster as a "**Key Contact**" if they need access to be able to update or change the GTP form. This should be revisited annually to ensure that the roster information is up to date for your institution.
- 7 If you have additional questions or after completing these steps your image is still not showing in the GTP directory as part of your form, please email SIOP Staff liaison Jenny Baker at jbaker@siop.org for assistance.