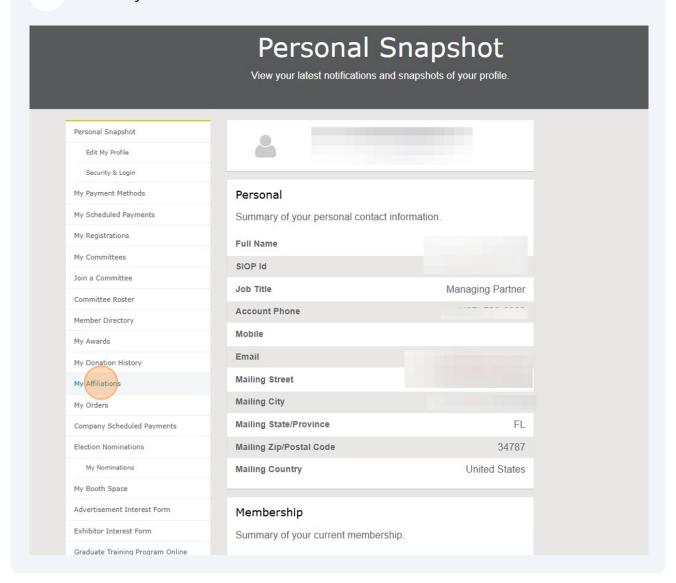
## [GTP] How to Edit Company Employees and add Key Contacts on SIOP Portal



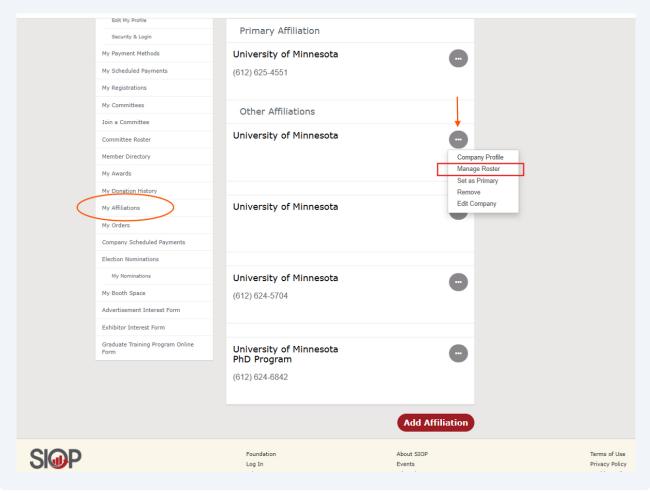
This guide provides a straightforward process for adding/editing your company roster on the SIOP Portal, ensuring your profile remains current.

1 Navigate to <a href="https://portal.siop.org/">https://portal.siop.org/</a> Personal Snapshot View your latest notifications and snapshots of your profile. Edit My Profile Managing Partner My Scheduled Payments Summary of your personal contact information. Full Name SIOP Id Managing Partner Job Title Account Phone Email Mailing Street Mailing City Company Scheduled Payments 34787 Mailing Country United States Membership Exhibitor Interest Form Summary of your current membership.

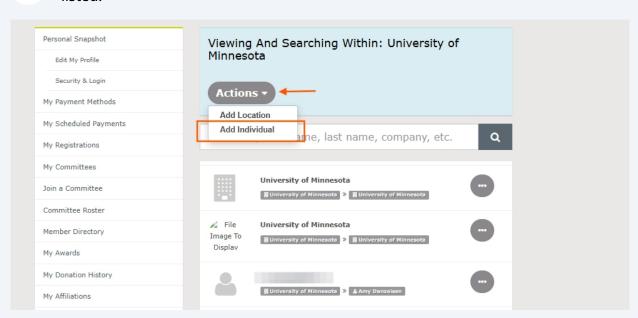
Click "My Affiliations" on the left hand tool bar



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



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



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

- 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.
- 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 <a href="mailto:jbaker@siop.org">jbaker@siop.org</a> for assistance.