Updating Your Profile Information on AARConnect

Your AARConnect profile gives other members a chance to get to know you better. You can include a Bio, Education Information, Job History and more.

• Logon to AARConnect with your AARC member logon and password. If you do not know your logon information, please contact our Customer Service team at info@aarc.org or 972-243-2272 (Monday – Friday, 8 am – 5 pm central).

• In the top right corner, you will see your profile picture. Click on it, and then click the green profile button.

• You will see a profile tab. Anything that has the green edit pencil or orange Add button can be updated. This includes your Bio, Education, Professional Associations, Job History, and Honors and Awards.
• **Bio**: Click the green edit pencil. A text box will pop up that allows you to put in your Bio. This is your opportunity to tell fellow AARC members more about your experience and interests.

• **Education/Professional Associations/Job History/Honors and Awards**: You can complete as many of these sections as you want.

  Use the orange add button to add entries to these sections. Each section will prompt you for information to include. Click the orange Save button when you are done adding information.
You can also use the green edit pencil to edit or the green delete button to delete entries that you already have on your profile.
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