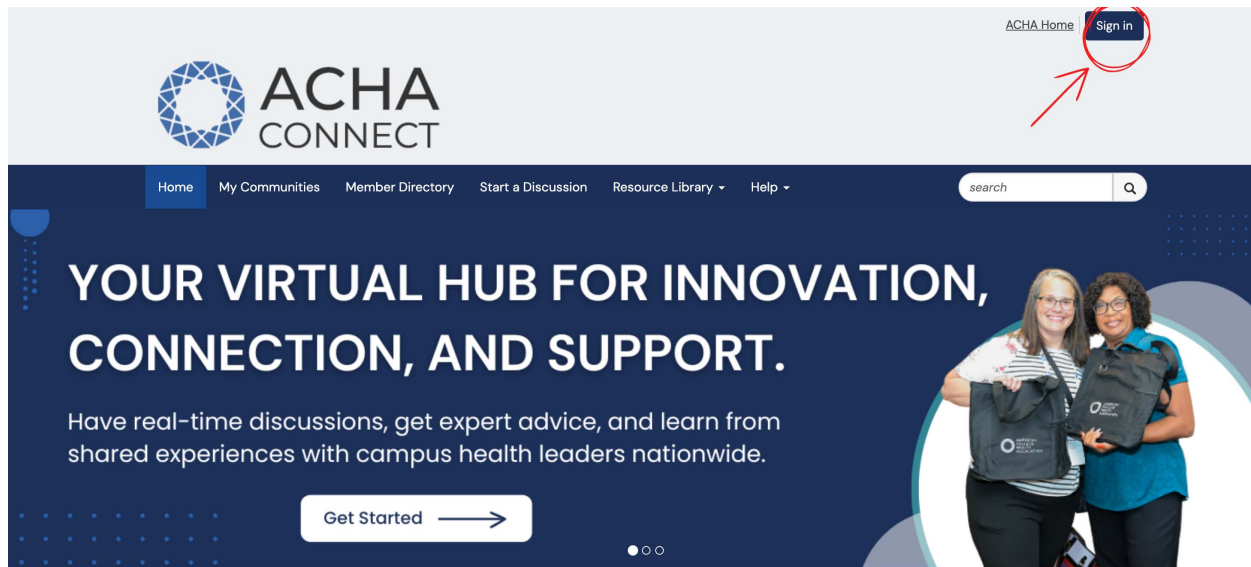


How to Update Your ACHA Connect Profile

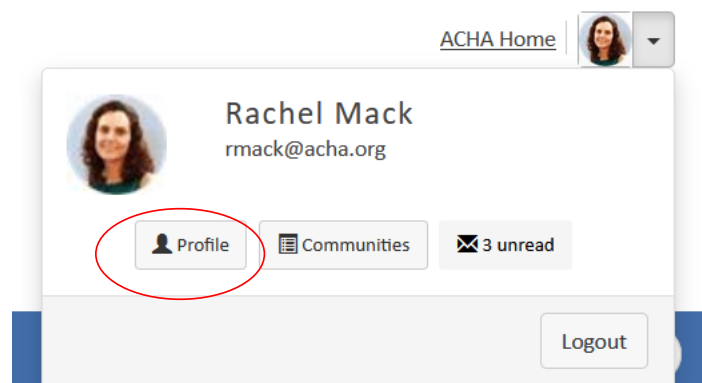
1. Sign in to ACHA Connect by clicking on the Sign in button in the upper right corner.




You will be directed to the main ACHA login page to enter your ACHA member username and password.


A screenshot of the ACHA login page. The header includes the ACHA logo and navigation links. The main content area has a 'Login or Create an Account' section with fields for 'Username' and 'Password'. Below these fields is a checkbox for 'Keep me signed in' and a 'Sign In' button. To the left of the login fields is a paragraph of text about password requirements and a link to 'membership@acha.org'. Below this text is a warning message: 'You will be locked out if you attempt to login unsuccessfully multiple times. Please use the FORGOT USERNAME AND/OR FORGOT PASSWORD links instead.' At the bottom of the login section are links for 'Forgot username?' and 'Forgot password?'.

2. Navigate to your profile page from the link in the upper-right corner of the screen.




3. From your profile page, click on the pencil icon next to **Contact Details** in the left column. A new screen will open with your ACHA profile where you can edit your contact information and demographics. When finished, close that tab in your browser and navigate back to ACHA Connect. Please note that you may not see these changes immediately as it takes time for the community to sync with the member database.

Contact Details 


Director Of Marketing And Communications,
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rmack@acha.org








To edit the information on the right side of the page, utilize the “Add,” “Edit,” “Delete” or pencil buttons under each category.

You can also link your profile to other social media accounts by clicking on the green “Add” button and selecting from the drop down options.

Bio 

Include your bio here

Social Links 

Demographics

Area of practice

Coalitions

Actions ▾

- Link to your profile on LinkedIn®
- Link to your profile on Facebook®
- Link to your profile on another social network
- Connect to your account on Twitter®
- Link to your profile on Google+®
- Link to your channel on YouTube®
- Connect to your blog on WordPress®
- Connect to your blog on another blog site
- Connect to your blog on Blogger®

Education

University of Georgia
BA

+ Add




Job History

American College Health Association
Director of Public Relations and Marketing
Silver Spring, MD, United States
www.acha.org

+ Add



4. Don't forget to add your photo! To add, change, or delete your photo, click on the “Actions” button under the photo frame at the top and follow the directions to upload a photo.



Actions ▾

- Change Picture
- Remove Picture

Contact Details 