

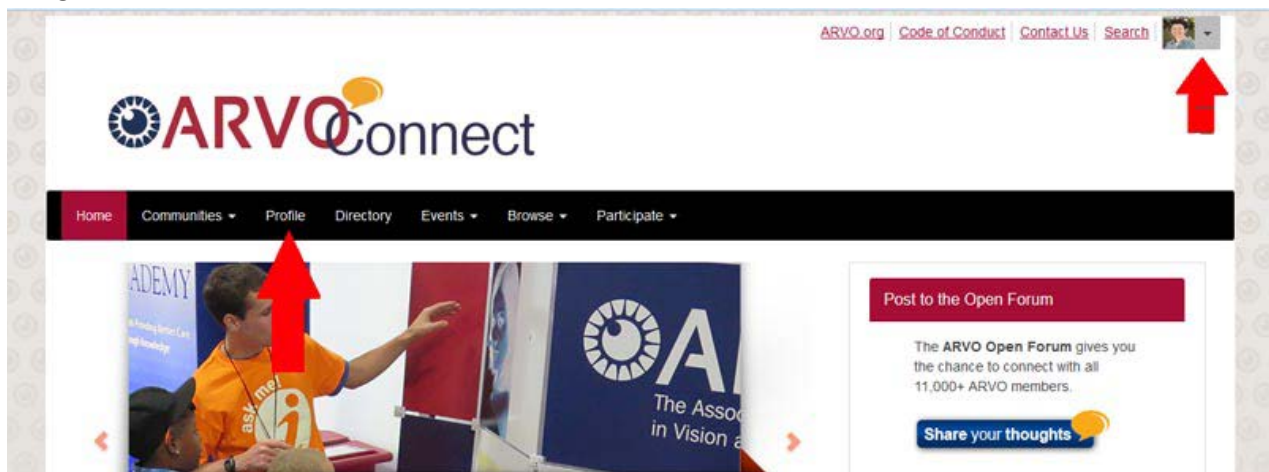
How to...

Update your profile

Having a complete profile in ARVOConnect is very important. The member directory advanced search uses information within each member's profile to generate its results. The more members who fill in all components of their profiles, the more effective the member directory will serve as a way to communicate and collaborate with fellow ARVO members.

1. Go to your profile

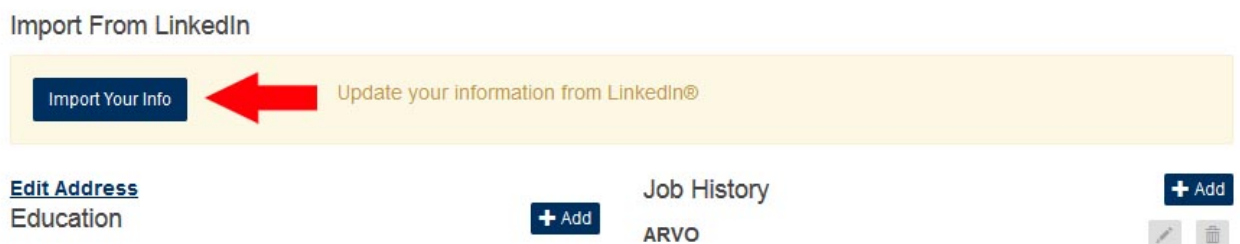
Access your profile in the top right corner after logging in, or under the My Profile menu item in the top navigation.



2. “Grab” your information from your LinkedIn profile, if you have one

This step could save you a lot of time if you already have your information on a LinkedIn profile. Click on the link in your profile, below the “bio” section, and follow the steps provided to update your profile picture, job history and education in your ARVOConnect profile.

- a. Click on the link in your profile to “Update your information from LinkedIn”





- b. Sign in to LinkedIn to “allow access.”

- c. Click on the boxes to the right to transfer information you'd like in your ARVOConnect profile. It will look similar to this:

LinkedIn Connect

Picture Content

LinkedIn® Content	Your Current Content	Action
		<input checked="" type="checkbox"/> Use LinkedIn® content instead of current content

Job History Content

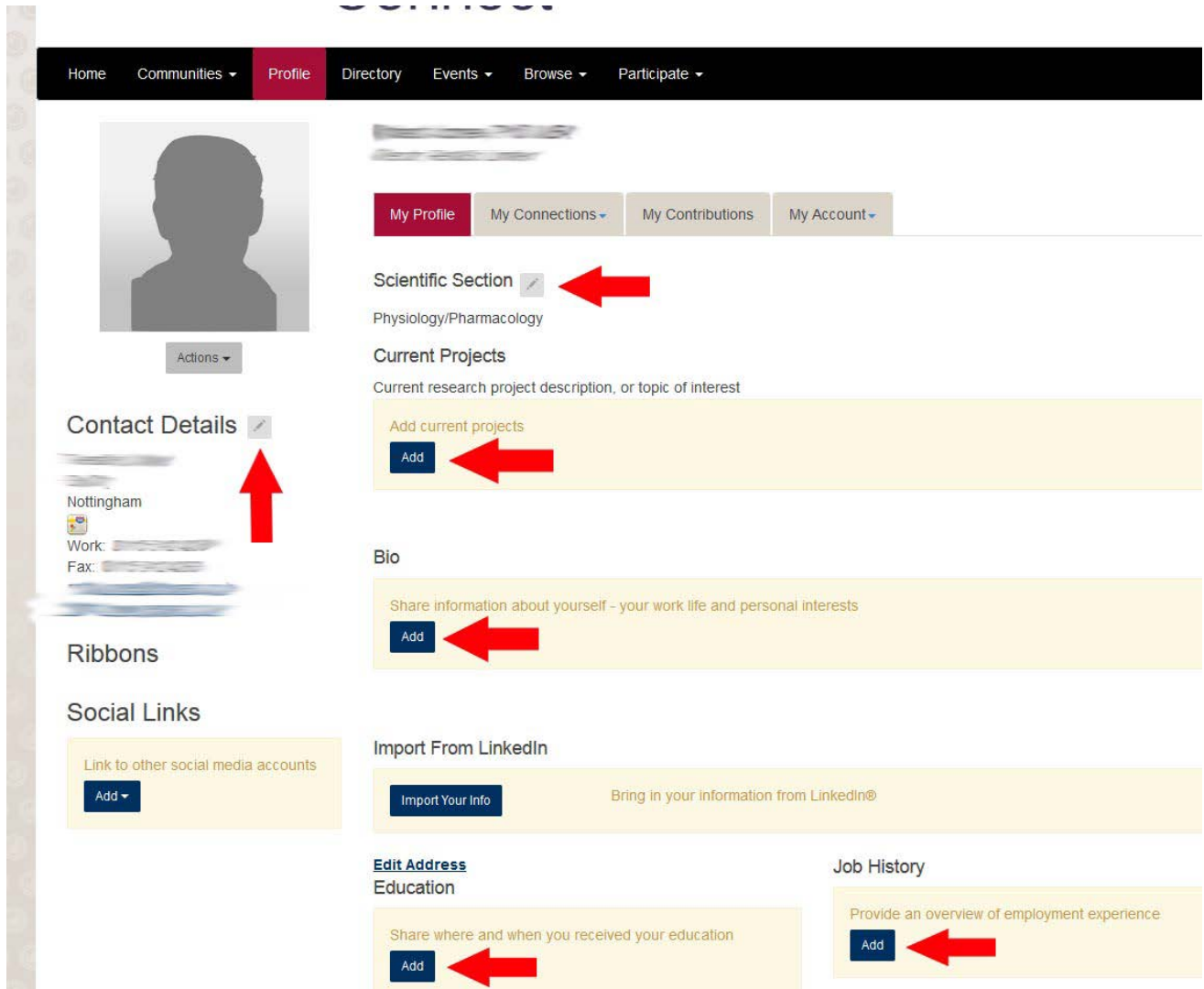
LinkedIn® Content	Your Current Content	Action
ARVO Online Communications Manager 11 2011 - present	ARVO Online Communications Manager 6 2014 - present	<i>Content is identical, no action needed</i>
Frederick News-Post Newspaper in Education Coordinator 7 2007 - 11 2011	The Frederick News-Post Editorial Assistant, Copy Editor/Page Designer, Newspapers-in-Education Coordinator, Advertising Coordinator 7 2007 - 11 2011	<input type="checkbox"/> Use LinkedIn® content instead of current content

Education Content

LinkedIn® Content	Your Current Content	Action
Elon University	Elon University	<i>Content is identical, no action needed</i>

- d. Save and continue.

3. Click on the “pencil” icon to update your contact information and Scientific Section. Click on the “add” buttons to update/add information for current projects, education, bio, job history, etc.



The screenshot shows the ARVO Connect profile page. The navigation bar includes Home, Communities, Profile (highlighted), Directory, Events, Browse, and Participate. The profile section includes a silhouette placeholder for a profile picture and an Actions dropdown. Below this are sections for Contact Details (with a pencil icon), Ribbons, and Social Links. The main content area has tabs for My Profile (selected), My Connections, My Contributions, and My Account. Under My Profile, there is a Scientific Section (with a pencil icon), Current Projects (with an Add button), Bio (with an Add button), Import From LinkedIn (with an Import Your Info button), Education (with an Add button), and Job History (with an Add button). Red arrows point to the pencil icons for Contact Details and Scientific Section, and the Add buttons for Current Projects, Bio, Education, and Job History.

- a. Please note: if you’re updating contact details or Scientific Section, it will take you to the ARVO database, where all your information will be updated in our system.
4. For **Education, Job History and Professional Associations**, you have to continue to add experience if you have more than one piece of information you’d like to add. For example for Education:
 - a. click the “Add” button, and then fill out the form in its entirety for one institution or degree, including the name of the school, field of study, name of degree and dates attended (if you want the degrees to be listed in order).
 - b. Click “save.”

- c. Then, to add another institution/degree, click on the “Add” button again, and fill out the information for the next institution. You can add as many or as little as you’d like! There is also an option to edit or delete education you’ve added previously.

Education

Elon University

Elon, North Carolina, United States

+ Add



For more FAQs and How-To Guides, visit <http://arvoconnect.arvo.org/home/FAQ>.