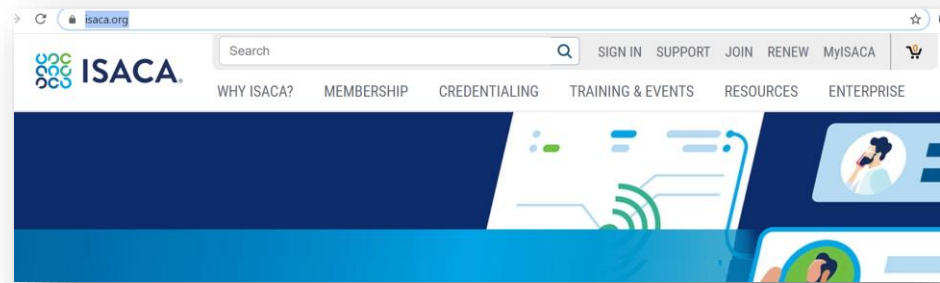


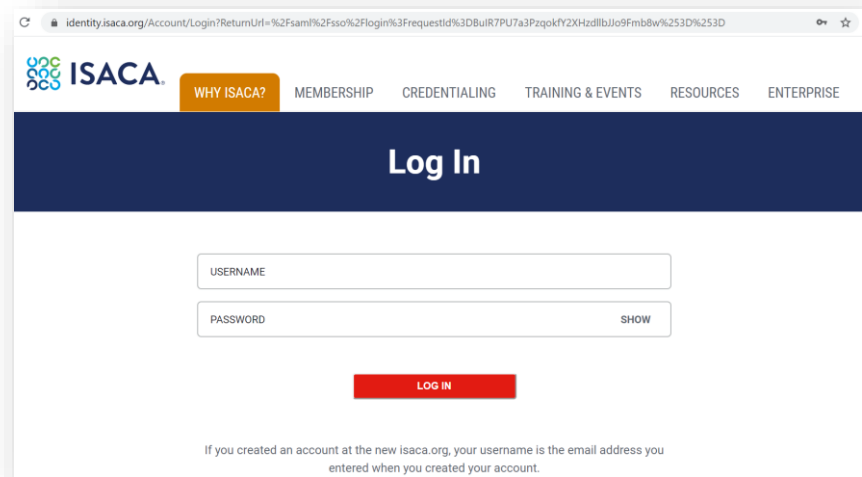
HOW TO UPDATE MY ISACA MEMBER PROFILE

Ver	Description of Changes	Authored/Edited By	Chapter Board Approval
1.0	Work-instructions on updating ISACA member profile	Janelle Vasquez, Director – Membership	6-January-2020
2.0	Work-instructions on updating ISACA member profile using new ISACA website and platform	Janelle Vasquez, Director – Membership	12- March-2020

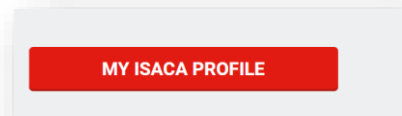
1. Access ISACA website <https://www.isaca.org/>
2. Click “MyISACA”



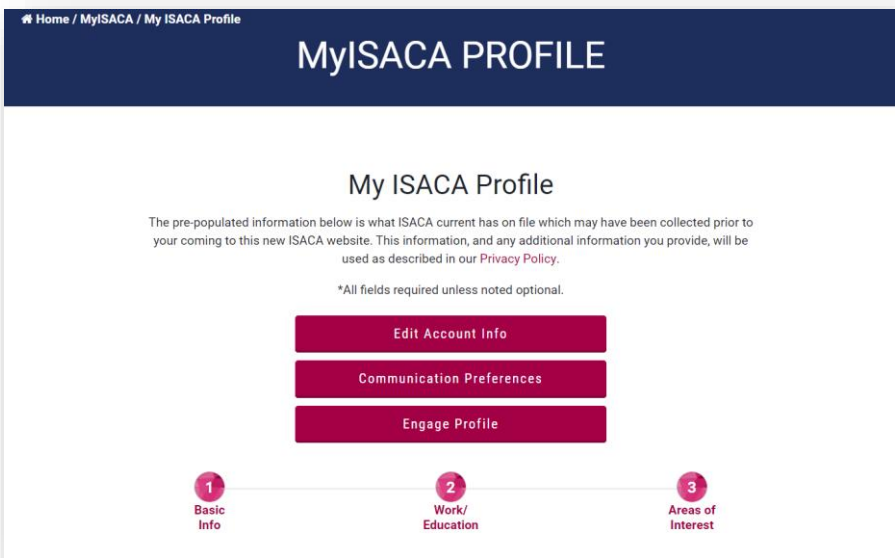
3. Login with your credentials



4. Select “My ISACA PROFILE”



5. The “MyISACA Profile” window appears



- As you scroll-down this screen, you can edit your Basic information, Work/education and Areas of Interest

- Note:**
- ❖ Members are encouraged to update their profiles with information outside of their employment contact details. This will greatly assist our team in reaching you so that you can maximize your membership benefits and take advantage of learning opportunities and special offers. Kindly fill-out all sections of your member profile – Basic Information, Work/Education and Areas of Interest

Personal Information

Prefix (Optional)

First Name

Middle Name (Optional)

Last Name

Suffix (Optional)

Email

Addresses

Home Address

☒ Enable Home Address

Business Address

☒ Enable Business Address

Country

Please choose the country of your home address

Street Address

Apt., Ste., Bldg., (Optional)

City

Select State/Territory/Province

Zip/Postal Code

Mobile/Other Phone (Optional)

Country

Please choose the country of your business address

Street Address

Apt., Ste., Bldg., (Optional)

City

Select State/Territory/Province

Zip/Postal Code

Mobile/Other Phone (Optional)

6. When you are finished entering your information, click on the “**SAVE AND CLOSE**” button

SAVE AND CLOSE

Cancel

Page 2 of 3

ISACA TRINIDAD & TOBAGO MEMBERSHIP COMMITTEE v.2

7. To update your main e-mail address, click on the “**Edit Account Info**” button

My ISACA Profile

The pre-populated information below is what ISACA current has on file which may have been collected prior to your coming to this new ISACA website. This information, and any additional information you provide, will be used as described in our [Privacy Policy](#).

*All fields required unless noted optional.

Edit Account Info

Communication Preferences

Engage Profile

8.The “**Edit Account Settings**” screen appears. You can now update your e-mail address.

EDIT ACCOUNT SETTINGS

Edit Account Settings

All the fields below are required. Your PIN and your Security Question may be used by our Customer Experience Center to verify your account.

Username

X

Email

X

PIN

SHOW

X

SecurityQuestion

SecurityAnswer

SHOW

X

Change Password

For security purposes, please confirm your current password and click tab prior to submitting changes.

When you are finished updating your information, click on the “**SAVE AND CLOSE** button

SAVE AND CLOSE

Cancel

Changes here will automatically be reflected on your ENGAGE PROFILE.

That’s it!