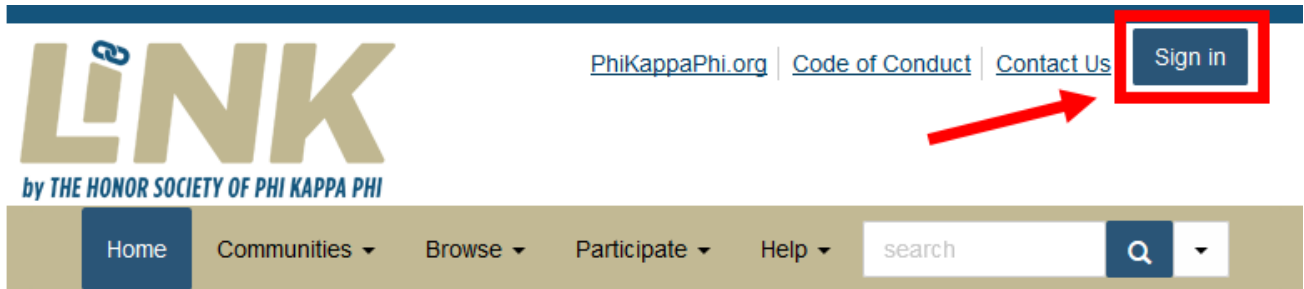
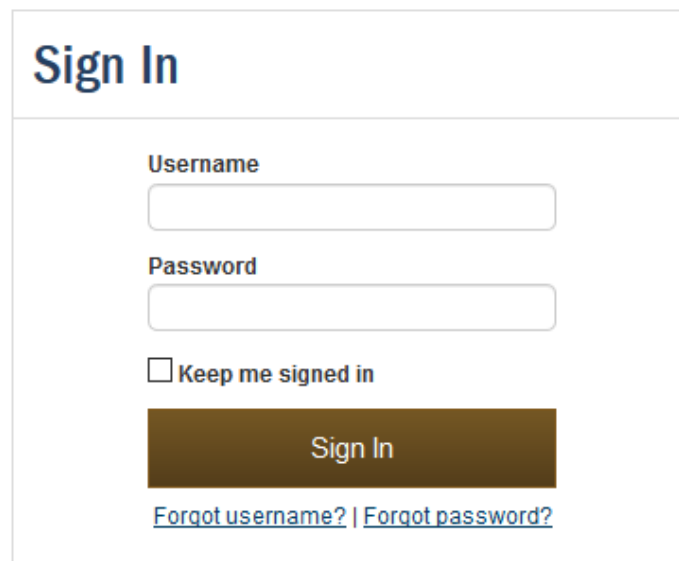


How-To Update Your Link Profile

1. Visit Link.PhiKappaPhi.org and click Sign In in the top right corner of the screen :



2. Login using your Phi Kappa Phi username and password:



The screenshot shows a "Sign In" form. It has a title "Sign In" at the top. Below the title are two input fields: "Username" and "Password". There is a checkbox labeled "Keep me signed in". At the bottom of the form is a large brown "Sign In" button. Below the button are two links: "Forgot username?" and "Forgot password?".

3. Click the drop down button in the top right corner of the screen, then click Profile:



4. Click the pencil box next to Contact Details:



Actions ▾

[Important Note: Adjust your privacy settings in the My Account tab if you wish to hide details of your profile.](#)

Contact Details 



The Honor Society of Phi Kappa Phi

5. You can update all of your contact and demographic information, and username and password within your member profile:

About	Communication Preferences	Billing Information	Reset Login
Member Info			
Contact Information			
Personal Details			
Education			
Employer			

Important Message:

The screen shot above is the same page you are directed to when updating your contact and demographic information via the main Phi Kappa Phi website. Therefore, editing contact details will alter your Phi Kappa Phi member record, including the address items are mailed to, etc.

To adjust your community profile *Privacy Settings*, go to *Privacy Settings* in the *My Account* tab on your Link profile page. Here, you can choose to hide details of your Link profile. After updating your information, click the Refresh My Profile link under your Contact Details. If your changes do not appear, contact Jamie Chapman at jchapman@phikappaphi.org for assistance.

It's also important to note that the address appearing on your Link profile is the address you enter as your *Work Address*.