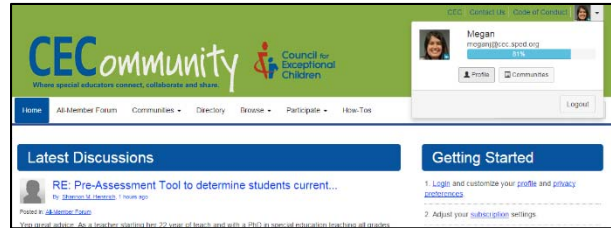
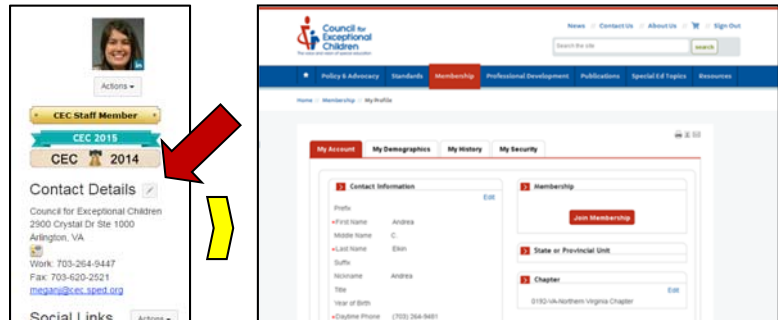



## How to Update Your Profile in the CECommunity

To access your profile, select the drop-down menu next to your profile photo in the upper right-hand corner of the screen, and select the **Profile** button.

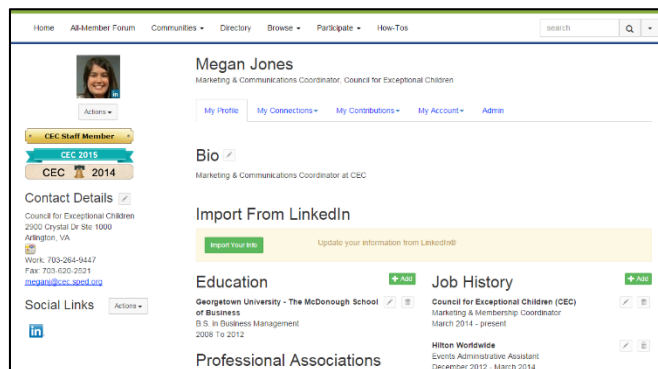


By default, your profile pulls in all the information CEC has about you from its database. To edit your profile, select **Edit Contact Information** and the profile editor will open within in the main CEC website.



To make edits to your profile page, click the arrow next to the pencil icon, , by each section and select what you'd like to edit.

You can pull all information from your LinkedIn account by clicking the green **Import Your Info** box in the yellow "Import from LinkedIn" section, enter your e-mail address and password, click **Allow** and follow the steps. It will pull all of your LinkedIn information into your profile. You can do the same for any other social media profiles by using the **Social Links** section under your Contact Details if you'd like to share your profiles with the CECommunity.



From here, you can make changes as needed. Remember, the more complete your profile, the easier it will be for your colleagues to find you and to network with you. **You'll note that your information is not updated immediately. That's because the profile copy is only updated every 30 minutes.** When you check back later, you'll note that it has been updated. Please consider making your profile as complete as possible, including adding your photo as it will help you get the most out of your networking experience and will make the overall CECommunity more friendly!