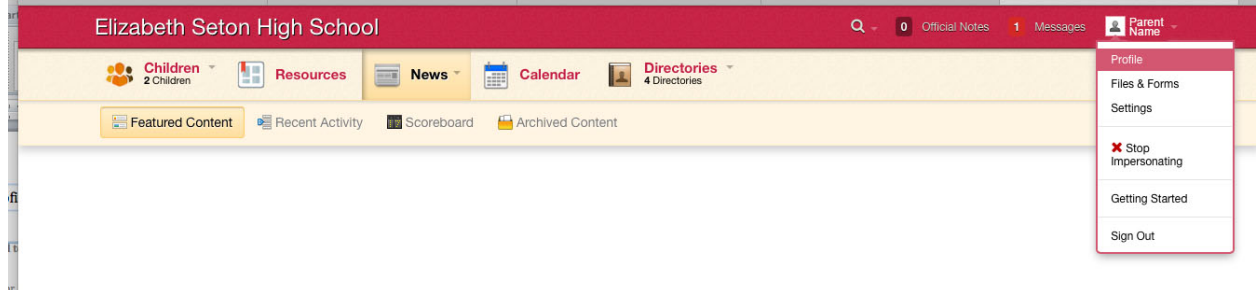# Accessing Profile Information and Resource Boards

**You editing your Profile Information:**

- Once you have logged into Blackbaud, you will see something like the following screen:

- To change your Profile and/or Family information, click on the drop down arrow next to your name and choose Profile from the menu.
- From the Profile screen you can change contact information such as mailing addresses and phone numbers.

Adding Emergency Contact Information:

- From within the Profile screen, click on the Manage button under Emergency Contacts.   You will be adding phone numbers and emails separately.
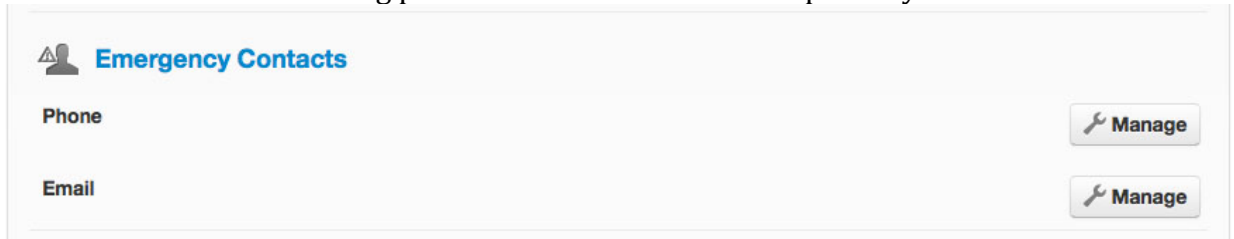
- A pre-populated Inactive list will appear with phone numbers for you and your spouse/partner (the list has a semi-ghosted look). There is also a button to add new contact.
- To make a phone number (or email) active for emergency contacts, simply drag and drop the name/number from the Inactive list to the Active list (see next page).

Resource Boards:

- Another source of information can be found under the Resources button.
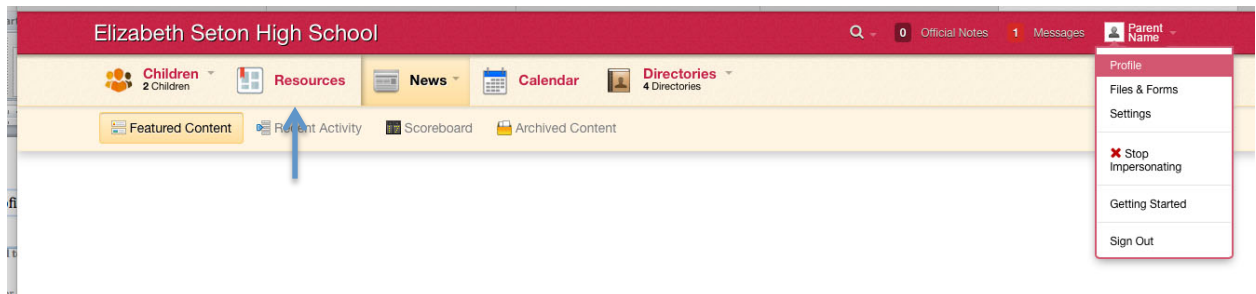
- This is more or less a bulletin board area where we will post more permanent information and documents. Check this area out periodically. We will be adding information/documents throughout the year.

Accessing Profile Information and Resource Boards

- Note the green Blackbaud icon. All of the "tips" documents for working your way through the system will eventually be stored here.