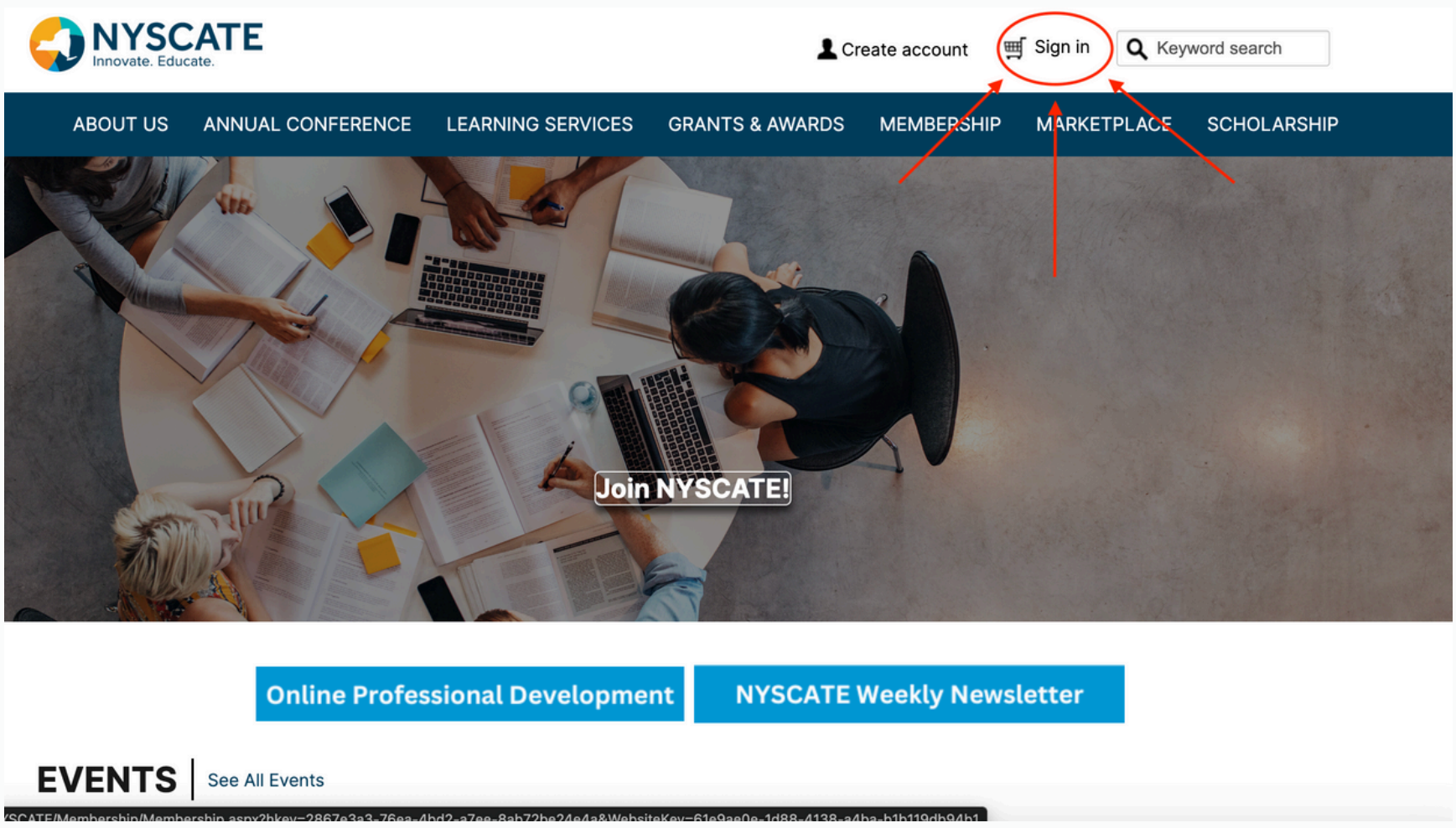
# How to Update Your Profile

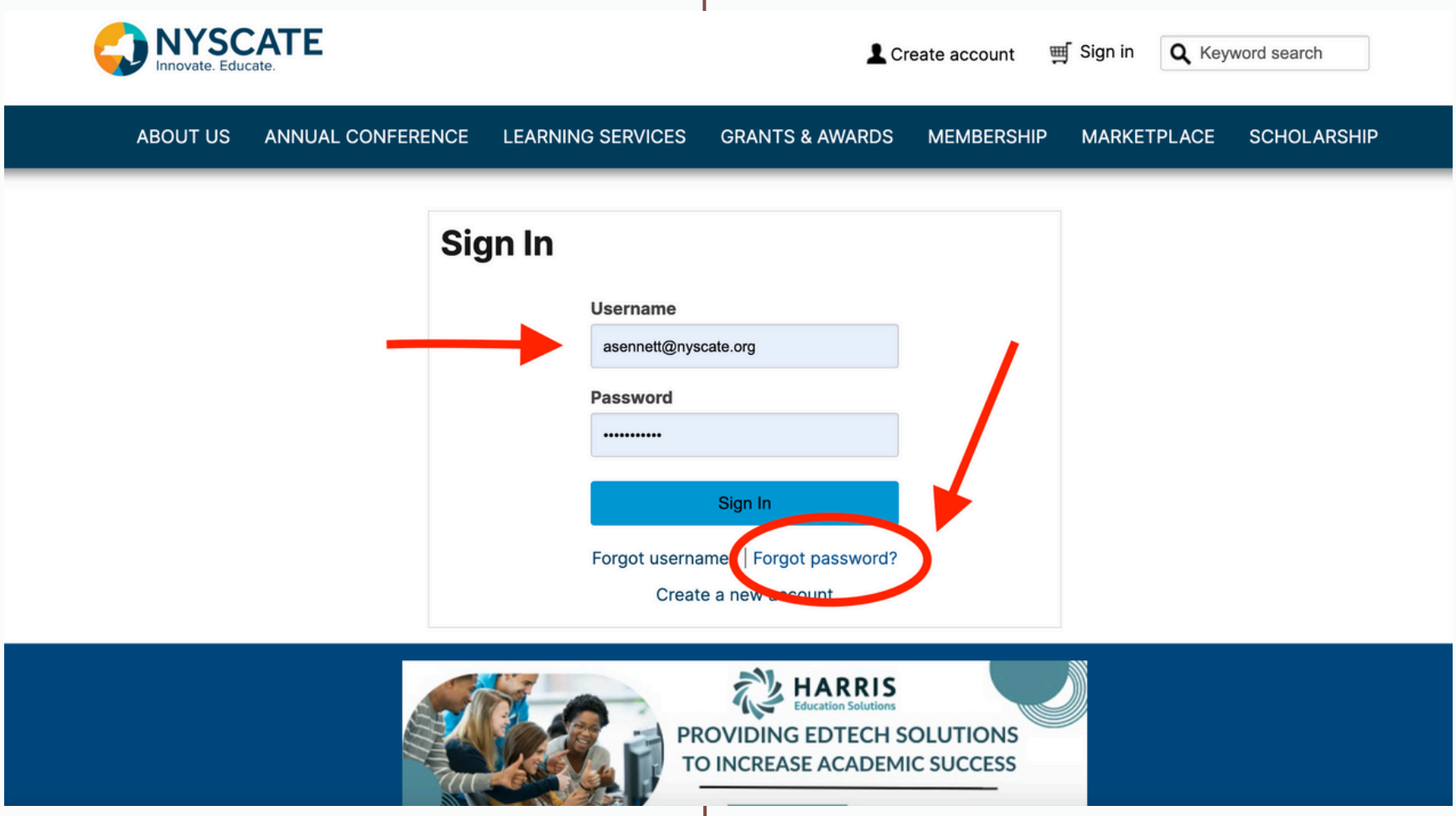
NYSCATE
Innovate. Educate.




STEP 1

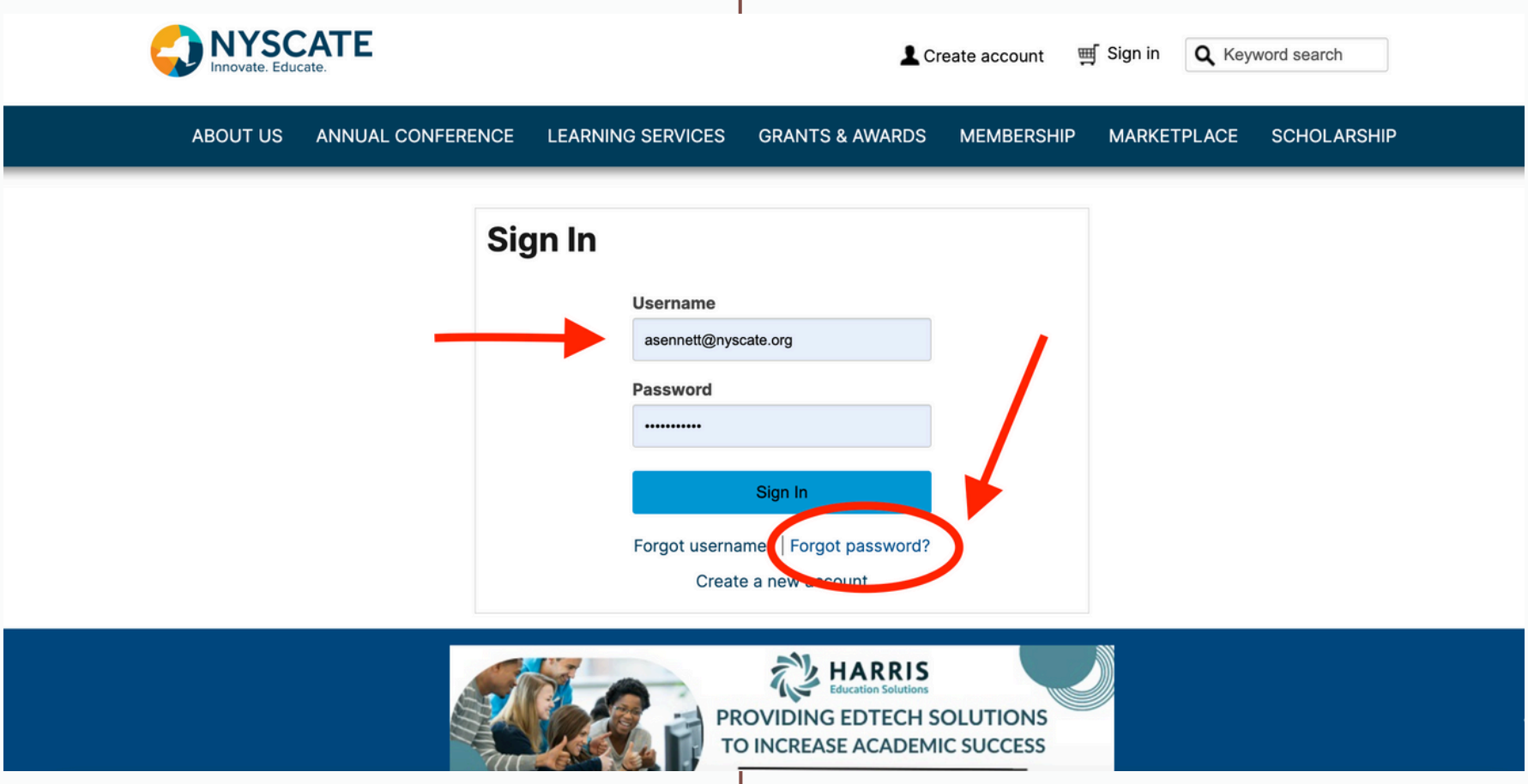
*Go to NYSCATE.org.*

*Click on the ‘Sign in” button in the* ***top right corner****, next to the Shopping Cart icon.*




**STEP** 2

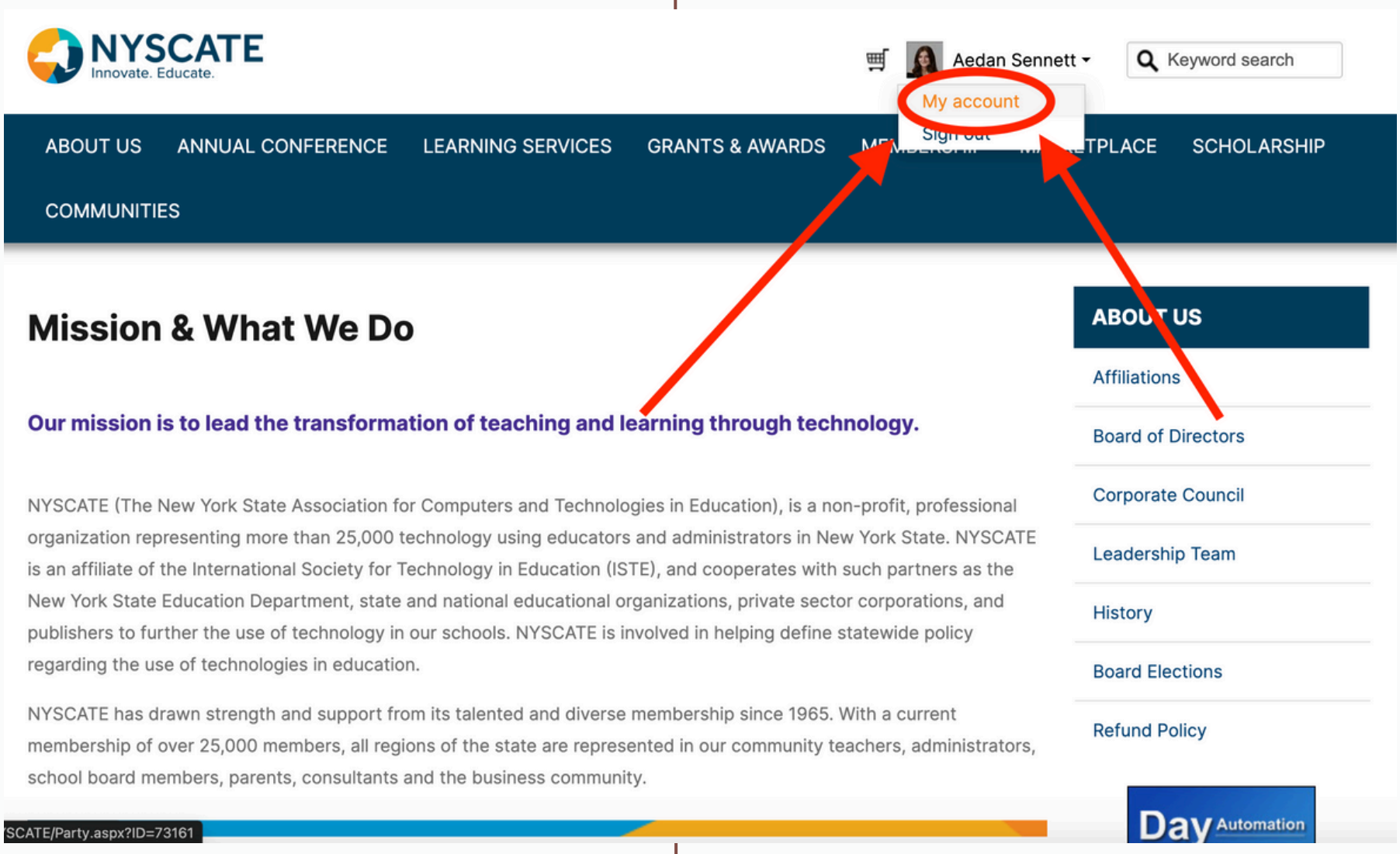
*On the Sign In page, enter your email address in the "Username" field.*
*Enter your password in the "Password" field.*




**STEP** 2

*Part 2*

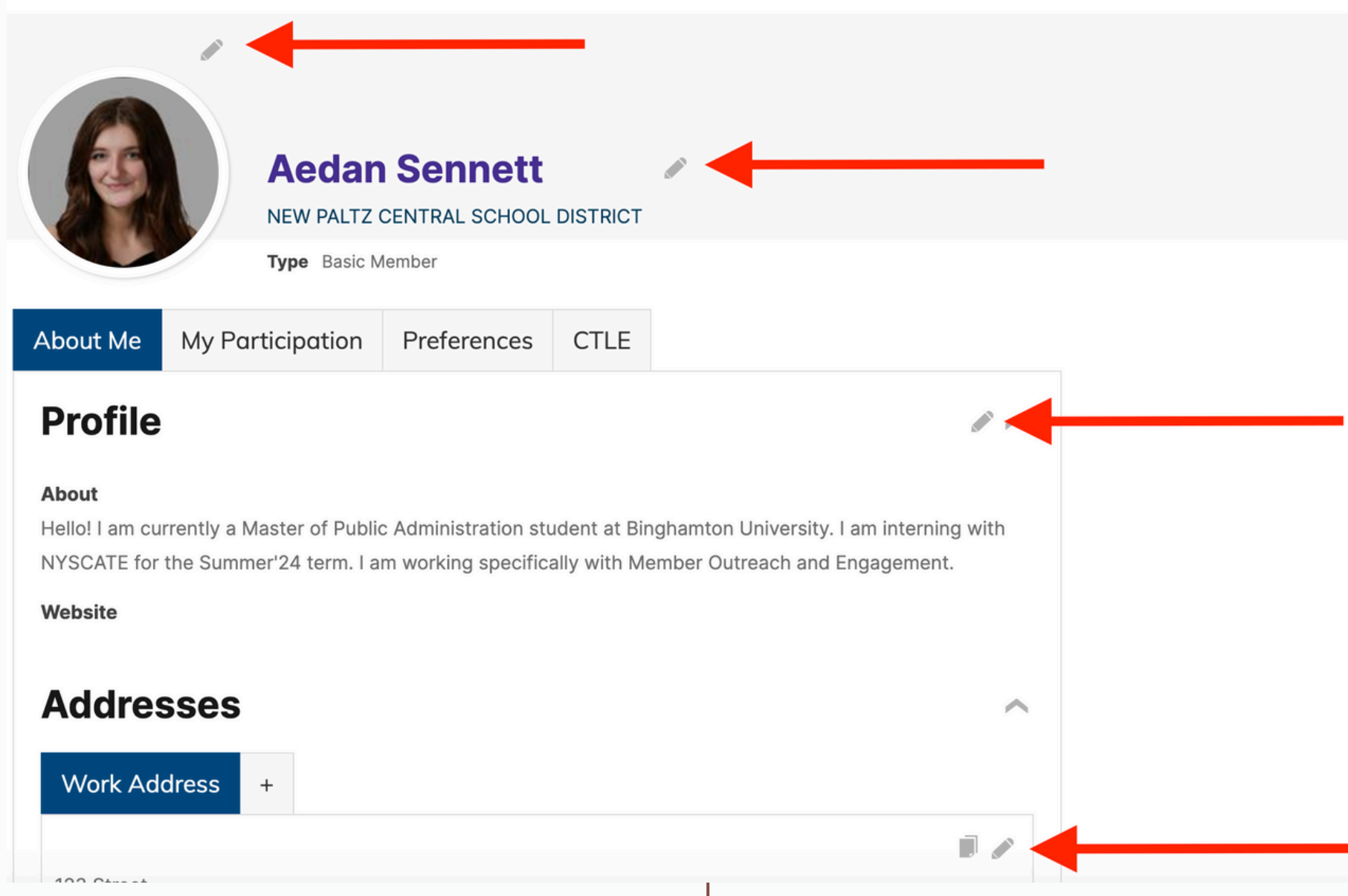
*If you forgot your password, click the "Forgot Password" button Follow the prompts to reset your password using your* ***email address as your username.***




## STEP 3

*After successfully signing in, go to the top right corner and click on your Username.*

*Then, select "My Account" from the dropdown menu.*

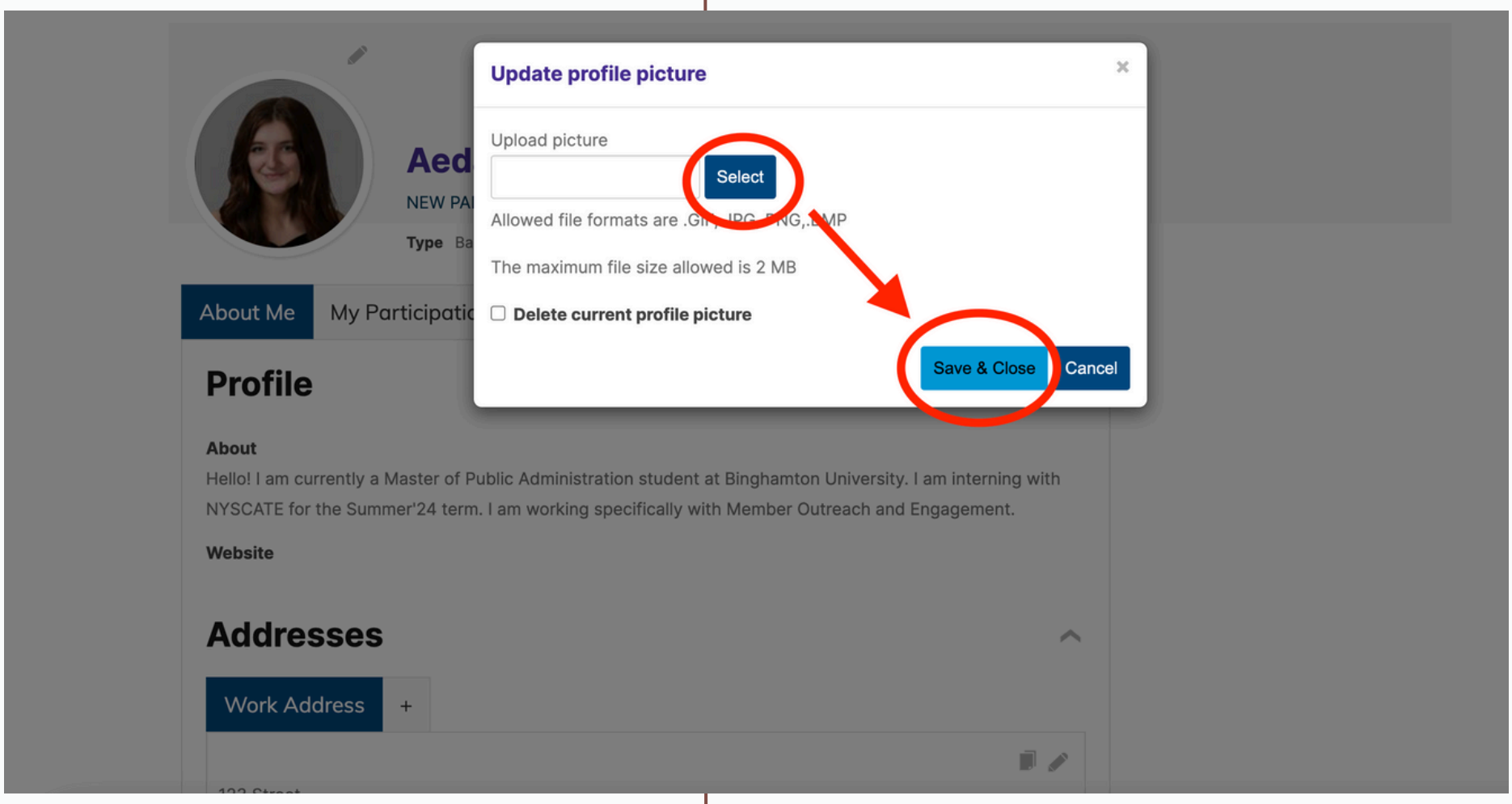



**STEP** 4

*part 1*

*Click on each pencil icon to edit and add your profile information.*

*This information includes; Profile Photo, Contact Information, a Biography, and your District with your Position.*

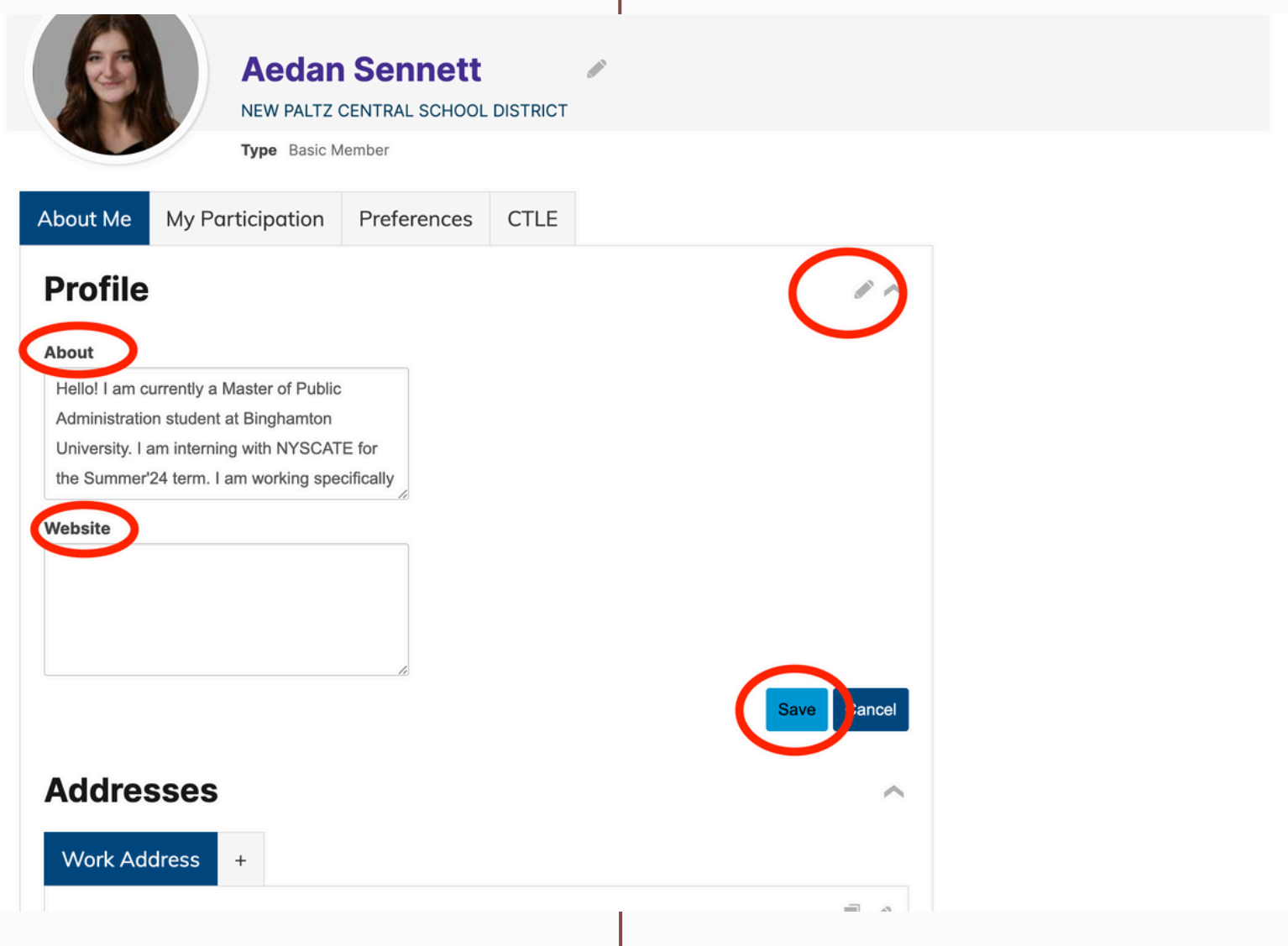



**STEP** 4 *part 2*

*To add a **profile photo**, click the pencil icon located on the far left at the top of the profile section.*

*Upload a **recent** and **professional** photo from your device.*

*Press 'Save and Close.'*



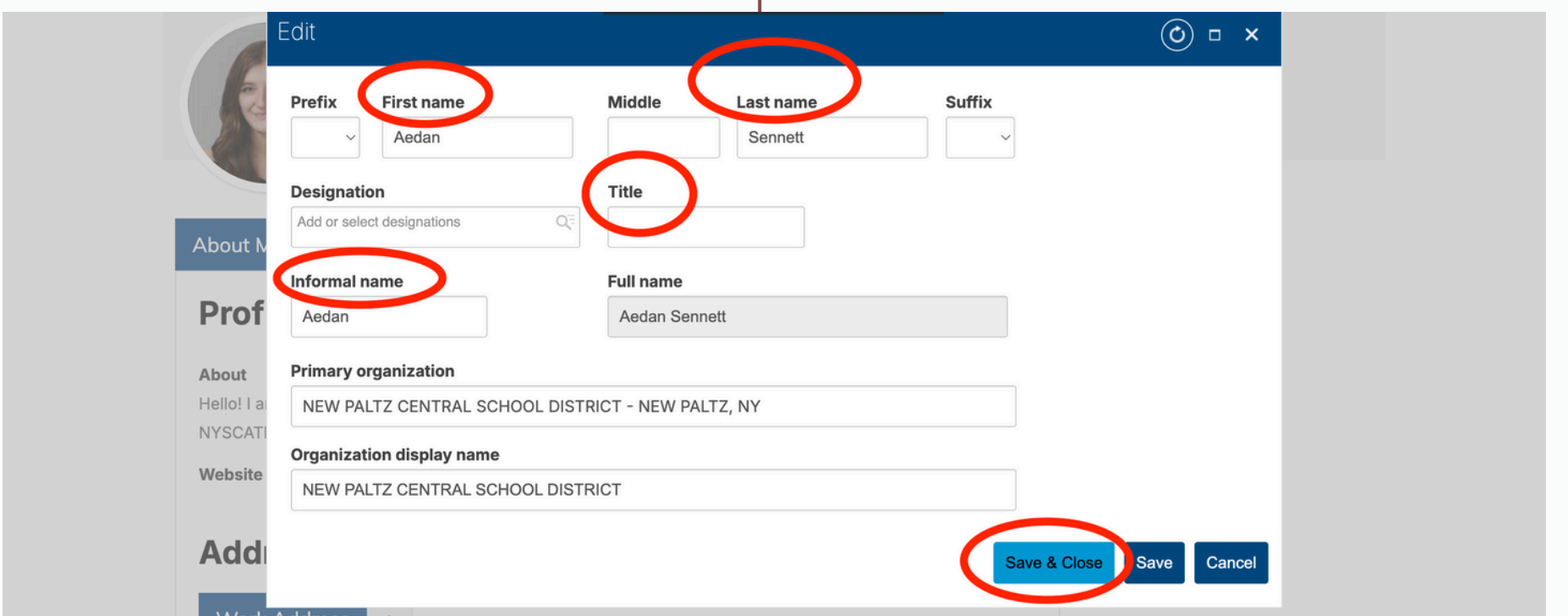

**STEP** 4

*part 3*

*Using the pencil icon next to the 'Profile' category, add a Biography about yourself.*

*Include any personal websites of profiles in the 'Websites' category.*

*Make sure to hit the 'save' button.*



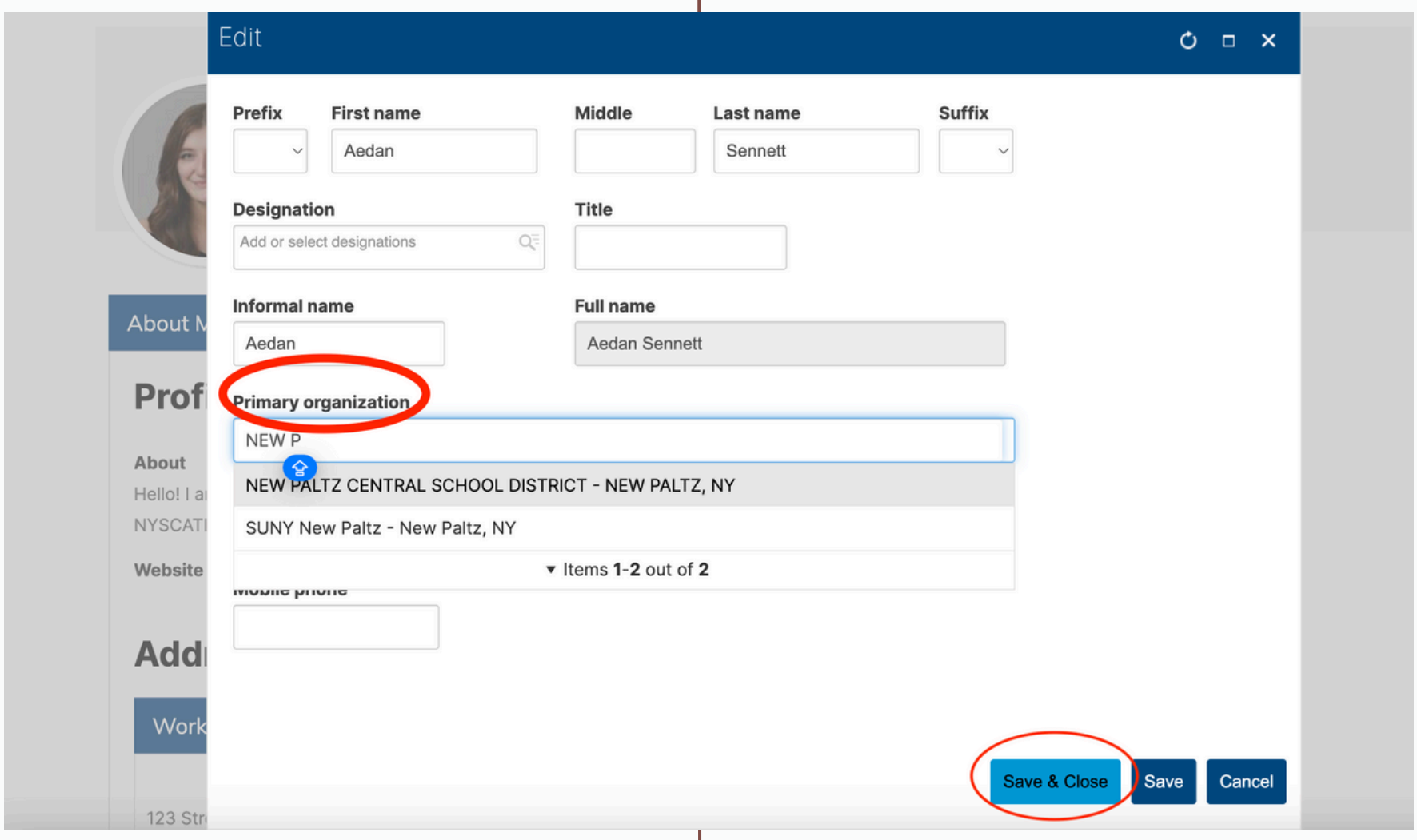

**STEP** 4

*part 4*

*Click the pencil icon next to your name to update or add your name.*

*Add your **informal name** if applicable. This can be a **nickname** you prefer to go by.*

*Make sure to add your job tile in the category that says "**Title.**"*



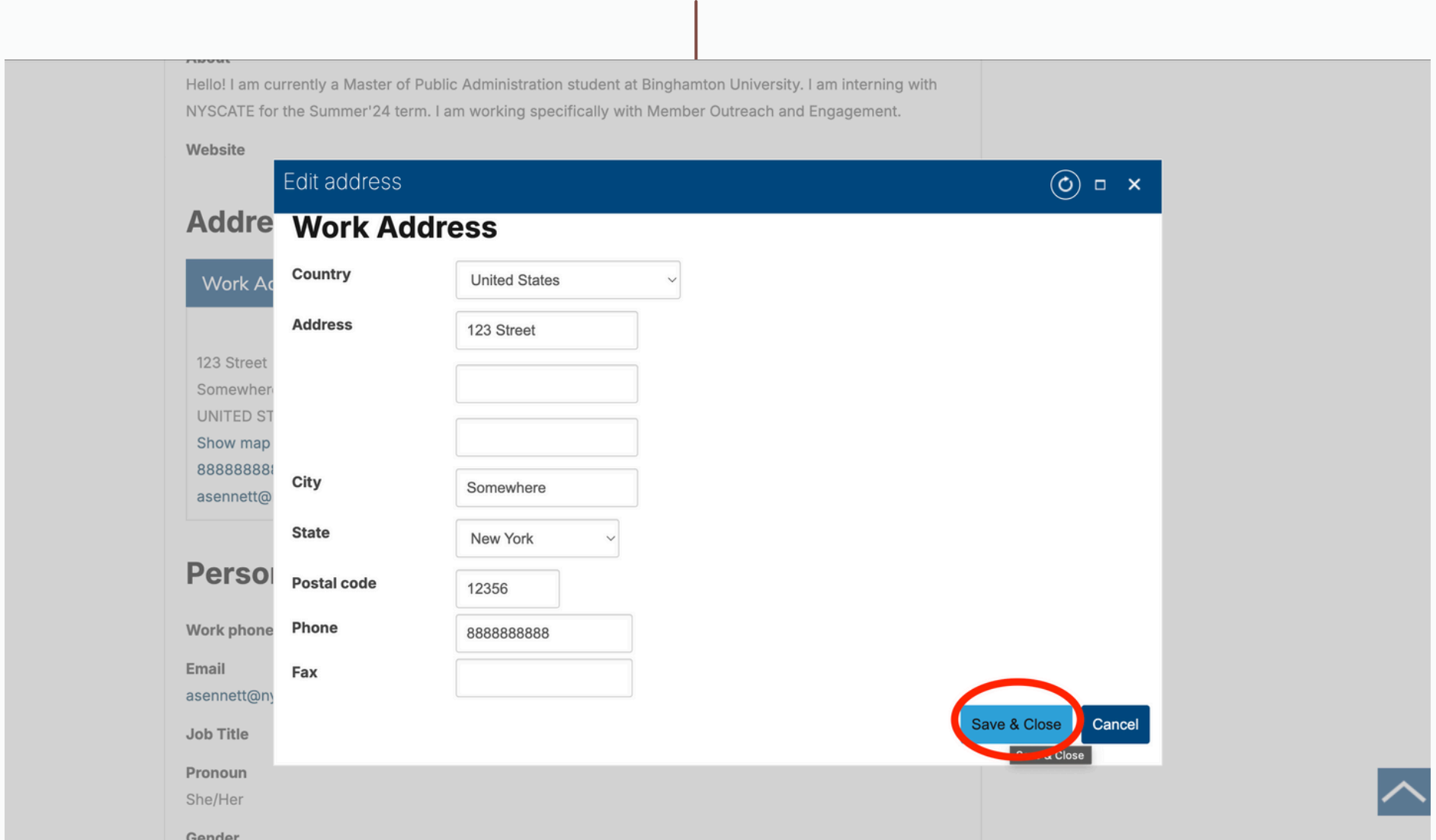

**STEP** 4

*part 5*

***All** NYS districts are included in the NYSCATE database, please make sure your district is listed.*

*In order to do this, **begin to type your district name** and use the **drop down bar** to add your district.*

*Make sure your current district shows up as part of your membership.*
***Save your information** after inputting.*




## STEP 4

## part 6

*Click the pencil icon below the "Addresses" category.*

*Enter the address of your associated district or an optional home address*

*A phone number or extension, and an alternate email address* ***(different from your username)***.

*Press the 'Save' button to save your information*