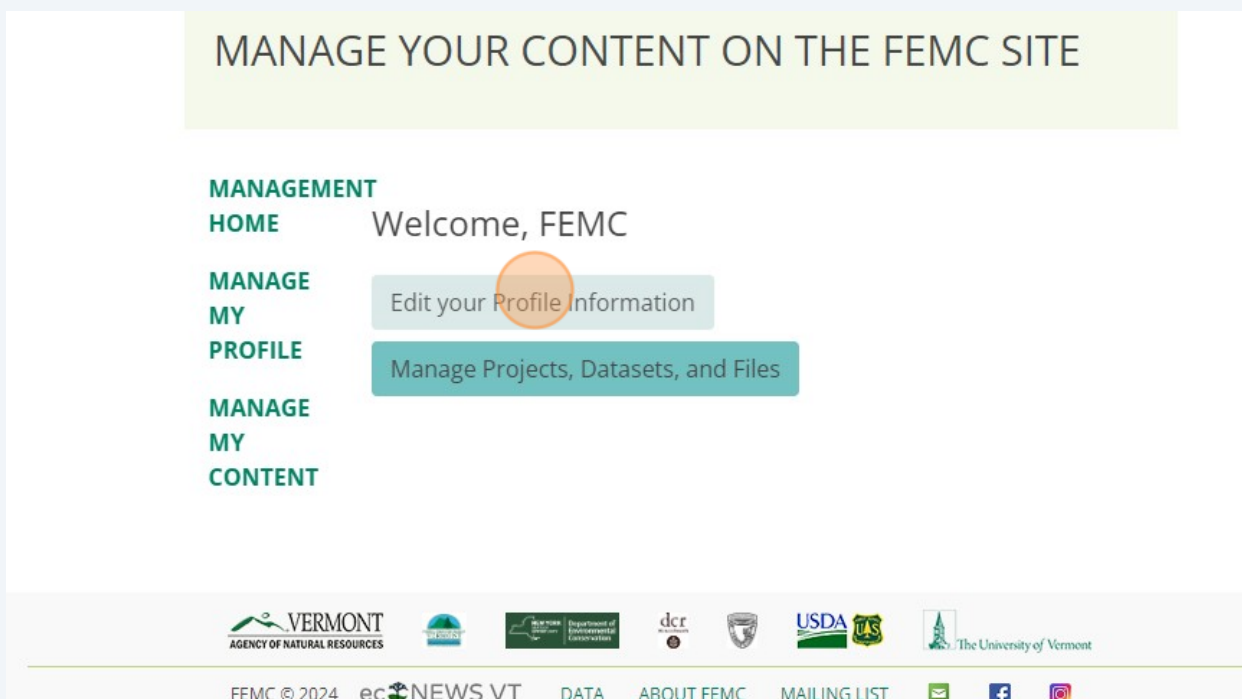


Edit FEMC User Profile

This guide provides step-by-step instructions on how to edit a user profile on the FEMC website. It is useful for individuals who need to update their profile information, including their title, bio statement, and website link. By following these instructions, users can easily customize their profile and ensure that their information is up to date.

1 Navigate to <https://www.uvm.edu/femc/manage>

2 Click "Edit your Profile Information"



3 Complete the name fields, as needed.

HOME From here, you can manage your user profile information
MANAGE MY PROFILE Change your password
MANAGE MY CONTENT Change Logo

Name prefix
Choose one...

First Name *
FEMC

Last Name *
Test Account
Mr.
Ms.
Mrs.
Dr.

4 Click this dropdown.

MANAGE MY PROFILE
MANAGE MY CONTENT

Name prefix
Ms.

First Name *
FEMC

Last Name *
Test Account

Name suffix
Choose one..

Title
The person's title

Primary Affiliation
Enter "No Affiliation" if not known or desired
FEMC

Other Affiliations
FEMC

5 Add position title, optional



MY PROFILE

MANAGE MY CONTENT

First Name *
FEMC

Last Name *
Test Account

Name suffix
Choose one... ▾

Title
|  

Primary Affiliation
Enter "No Affiliation" if not known or desired
FEMC

Other Affiliations
FEMC


Bio

6 Complete the Bio field with any relevant profile information.

MANAGEMENT HOME


MANAGE MY PROFILE

MANAGE MY CONTENT

Profile 

Primary Affiliation
Enter "No Affiliation" if not known or desired
FEMC

Other Affiliations
FEMC


Bio
|  The person's Bio statement

7 Fill in the website field (optional).

MANAGEMENT HOME

MANAGE MY PROFILE

MANAGE MY CONTENT

Website 

Display in directory? Yes

E-mail address
femc@uvm.edu

Work phone
XXX-XXX-XXXX

Home phone
XXX-XXX-XXXX

8 Click Update Profile to save your changes.

MY PROFILE


MANAGE MY CONTENT







E-mail address
femc@uvm.edu

Work phone
XXX-XXX-XXXX

Home phone
XXX-XXX-XXXX

Cell phone
XXX-XXX-XXXX

 Update Profile

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