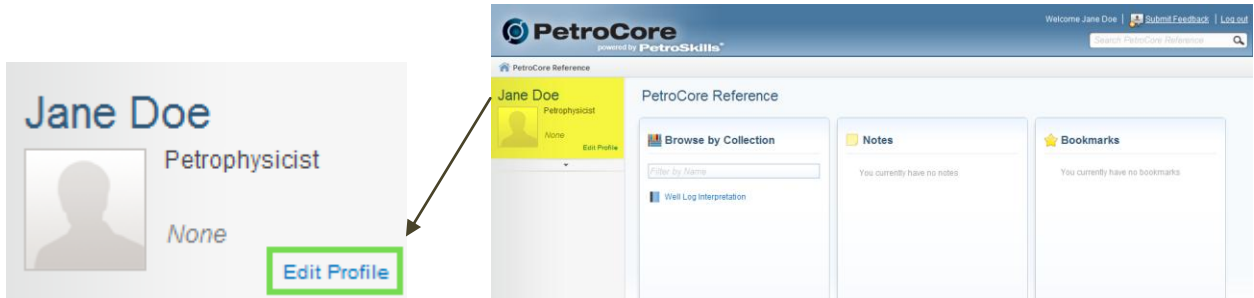


# Editing Your Profile

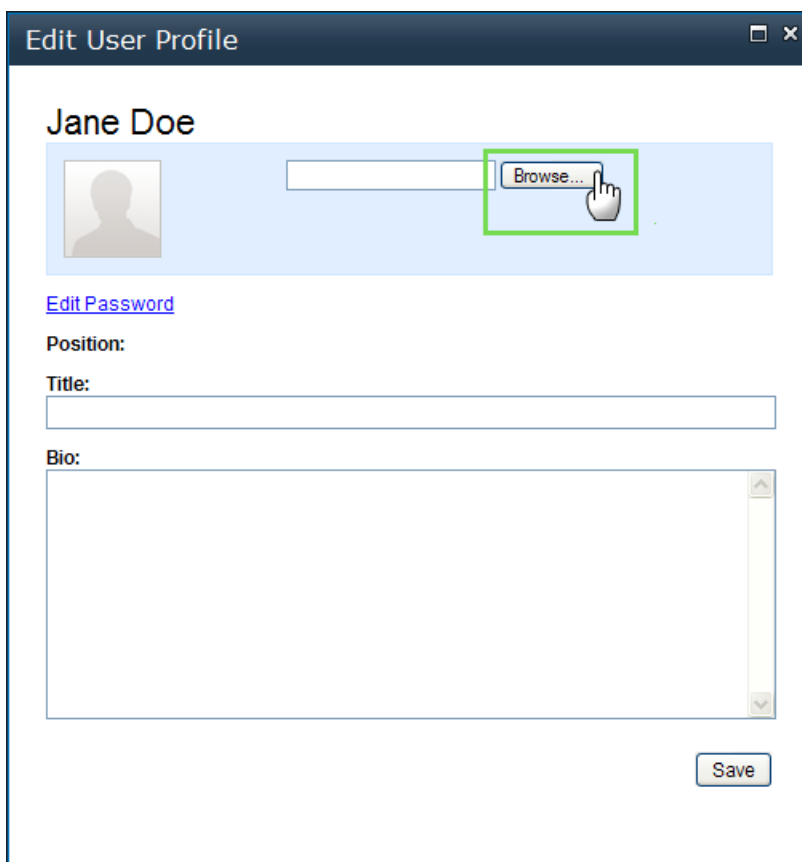
You can edit your profile from your Reference Dashboard.

- 1 Click on the **Edit Profile** link, located on the left side of your screen underneath your name.



The 'Edit User Profile' window appears.

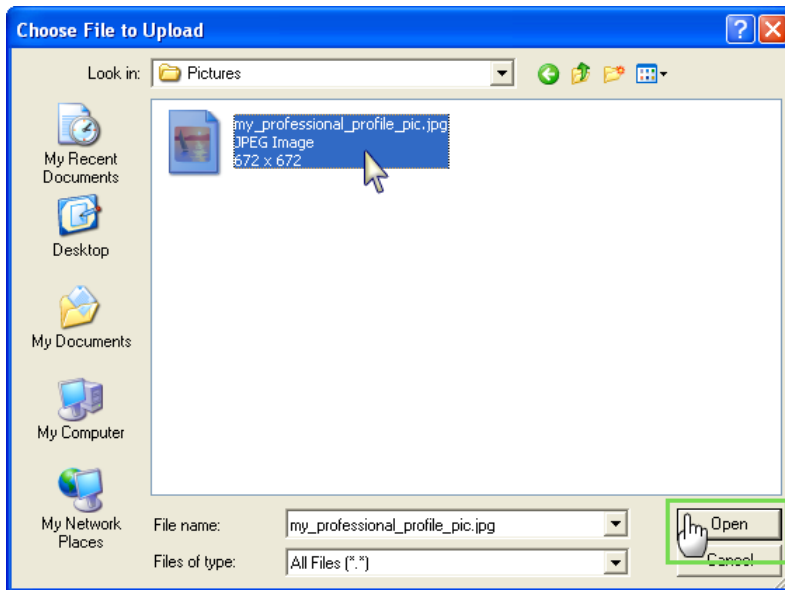
- 2 Click the **Browse...** button.



A selection window appears.

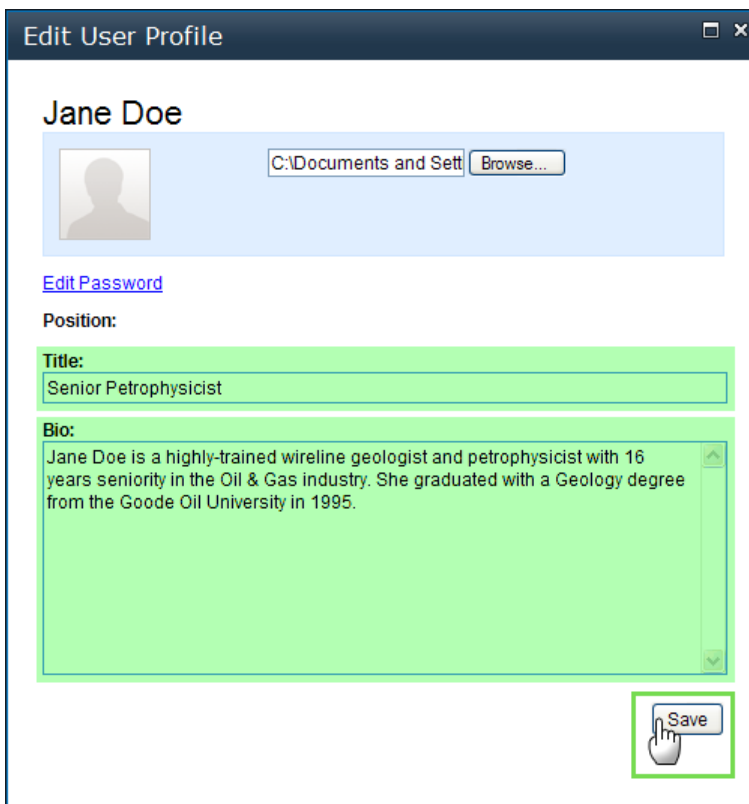
**Note:** The appearance of this window depends on your operating system.

- 3 Navigate to and click on a picture suitable for your profile in a JPG, GIF, or PNG format, and then click **Open** button.



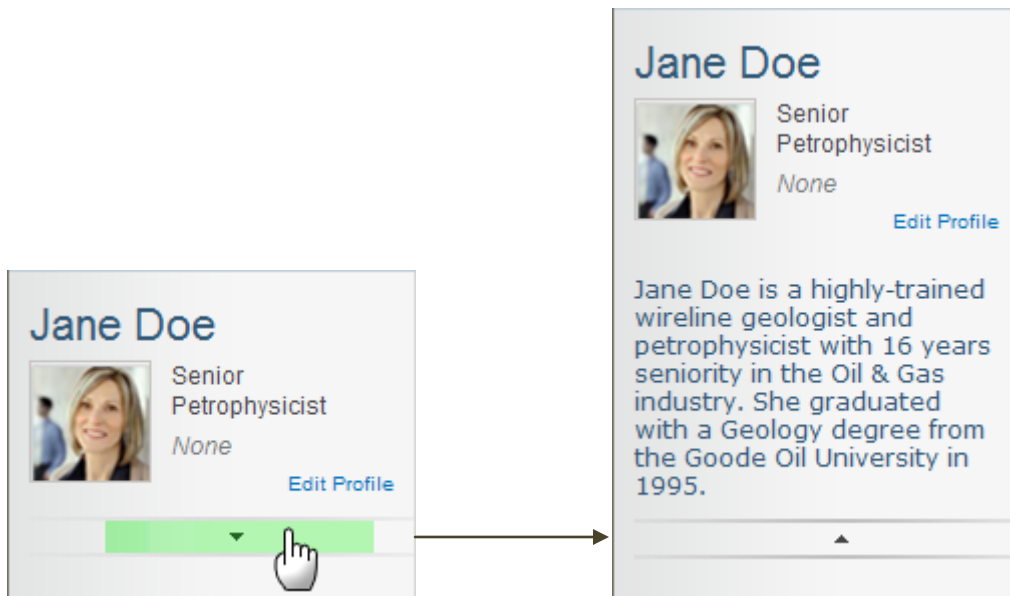
- 4 Type in a **Title** and **Bio**, and then click the **Save** button.

**Note:** The title replaces your Position name. If you want to keep your Position name, leave this field blank.



Your changes now appear in your profile section.

- 5 Click on the small area underneath your profile to reveal your bio. Click this area again to hide it.



You can return to the 'Edit User Profile' window at any time to make changes.