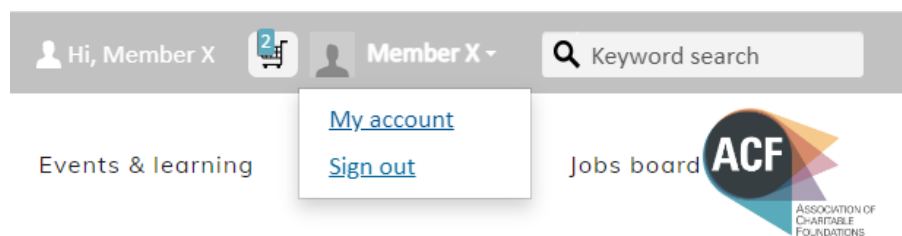


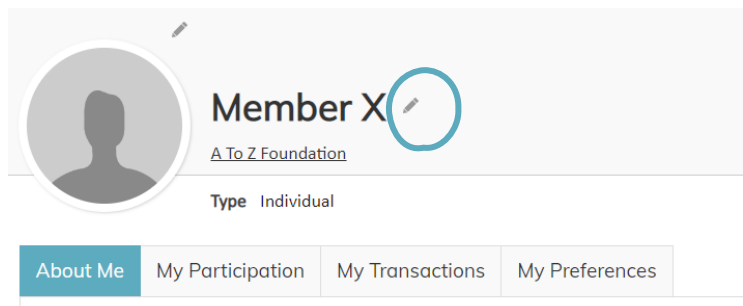
# UPDATE YOUR DETAILS



1. [Log into our website](#)
2. Select your name in the right-top corner and go to 'My account'



3. To add/edit personal details, click on the pencil icon next to your name.

A screenshot of a web form titled 'Edit' in a teal header bar. The form contains several input fields: 'Prefix' (a dropdown menu), 'First name' (text box with 'Member'), 'Middle' (text box), 'Last name' (text box with 'X'), and 'Suffix' (a dropdown menu). Below these are 'Designation' (a dropdown menu with 'Add or select designations') and 'Title' (text box). Further down are 'Informal name' (text box) and 'Full name' (text box with 'Member X'). The 'Primary organisation' field has a dropdown menu with 'A To Z Foun...'. The 'Organisation display name' field has a dropdown menu with 'A To Z Foundati'. The 'Mobile phone' field is a text box. At the bottom right of the form are three buttons: 'Save & Close', 'Save', and 'Cancel'.

Add/edit your job title in the 'title' box

You can also update your communications preferences by clicking on 'My Preferences' tab.