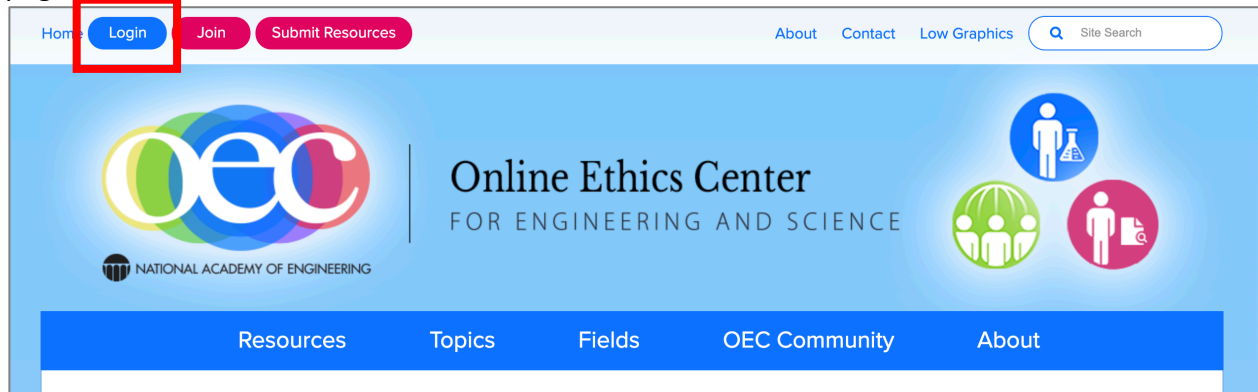


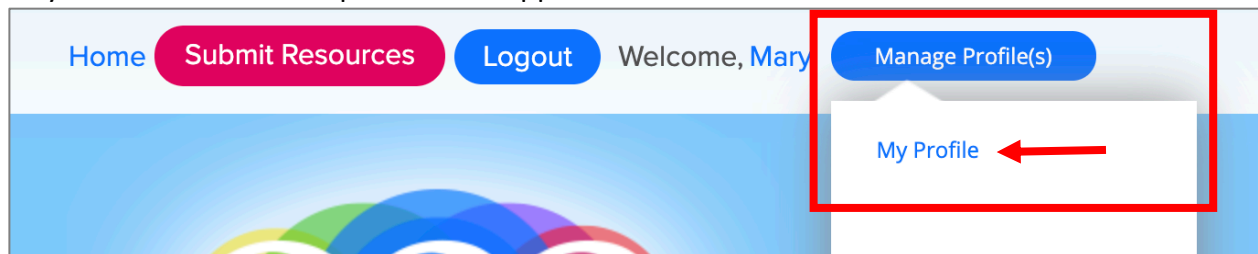
How to Update Your OEC Profile

Step 1: Sign into your OEC account by clicking the blue “Login” button at the top left of the page.

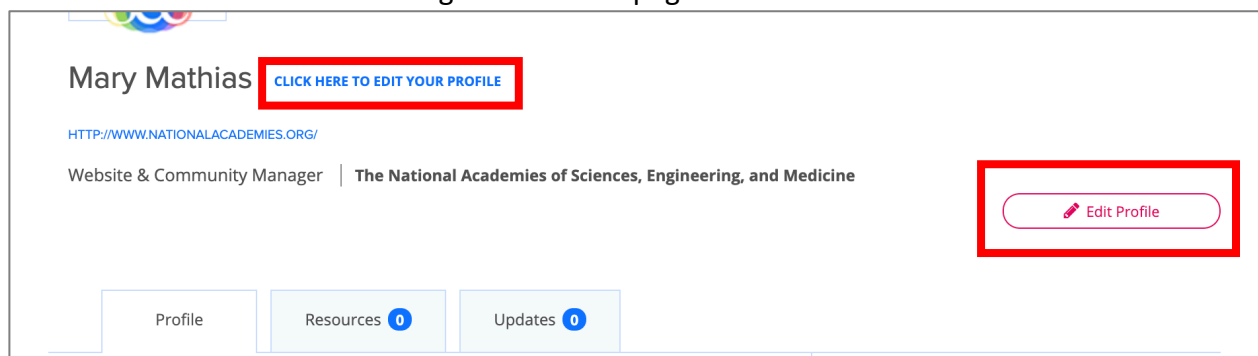


If you do not remember your login information, click the Login button, then click the “Forgot your login information” link.

Step 2: Move your cursor over the Manage Profile(s) button at the top of the page, then click “My Profile” from the drop down that appears.



Step 3: Click on either the link next to your name that says “Click here to edit your profile” or the “Edit Profile” button on the right side of the page.



Step 4: Follow the instructions that appear to edit your information in the Personal Info, Contact Info, Profile Photos, and Account Settings sections.

For **Personal Info**, please include any information (e.g., **Preferred Name**) you would like to show up on your profile. Click on **“Update”** when you are finished.

Under **Profile Photos**, please click on the **“edit”** button (looks like a pencil) and follow the directions to upload your profile picture. You can change your password in Account Settings and set up a Bookmark Collection.

When you have finished all your changes, click on **“Back to View Profile”**.

PERSONAL INFO **CONTACT INFO** **PROFILE PHOTOS** **ACCOUNT SETTINGS**

Click **“Save Changes”** when you’ve finished updates in a section. Note: You cannot change the email address associated with your account. If you need to change that email address, please contact onlineethics@nae.edu.

Step 5: When you have finished making changes, click **“Back to View Profile”** on the right side of the page.

Mary Mathias

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For **Personal Info**, please include any information (e.g., **Preferred Name**) you would like to show up on your profile. Click on **“Update”** when you are