Institutional Profile

1	Click in the upper-left hand corner and click on your name.
2	Click on **EDIT PROFILE**.
3	Use the **UPLOAD PHOTO** link to add a profile photo (optional).
4	Change **PREFERRED LOGIN PAGE** (optional).
5	Copy direct links for appointments and your profile (optional).
6	Check and update **CONTACT INFORMATION.**
7	Double check that the **TIME ZONE** selected matches your time zone.
8	Add or update your **TITLE** (optional).
9	Add information to the **MY BIOGRAPHY** and **GENERAL OVERVIEW** sections (optional).
10	Click **SAVE CHANGES**.