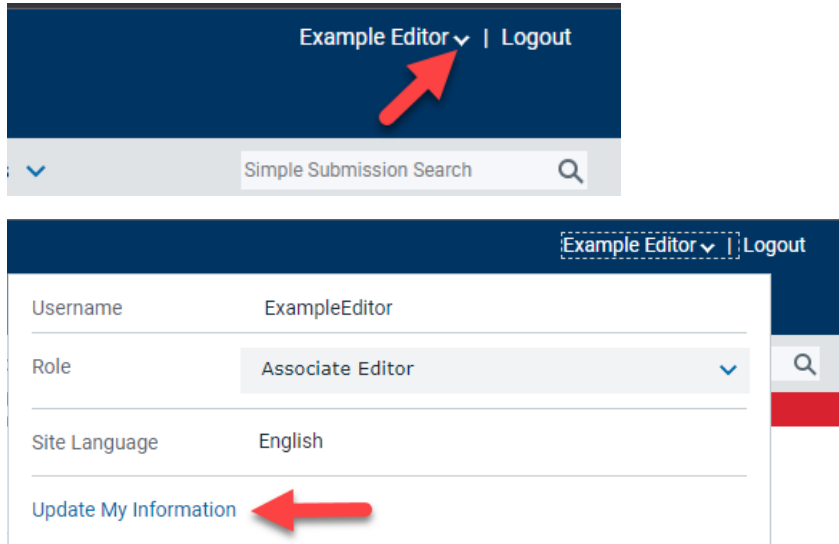


Updating Your Profile

Once you've logged in, find your name in the upper right corner of the screen – it will have a downward facing arrow at the end. Click on it and then press Update My Information.



This will take you to a screen with several areas you can update, as broken down below. Any item that is in red and has an asterisk next to it is required and must be filled out before you can save.

Login Information

If you want to change your Username or Password, this is where you do it. You can also set your Default Login Role here if you like.

The 'Login Information' form includes a warning: 'The username you choose must be unique within the system. If the one you choose is already in use, you will be asked for another.' It has three required fields: 'Username *' (ExampleEditor), 'Password *' (masked with dots), and 'Re-type Password *' (masked with dots). There is a 'Password Rules' link. Below is a 'Default Login Role:' dropdown menu with options: Author, Author, Reviewer, and Editor. A red arrow points to the 'Editor' option. There is also an 'Insert Special Character' link.

Personal Information

Make updates to your name/title/etc as needed in this section. You can also add and verify your ORCID if you have one. There's also a section to set up Alternate Contact Information when applicable.

One thing to note – you can have more than one email address attached to your account. We suggest you have a secondary email address listed (preferably, in case your primary address filters emails from the EM system into a junk folder).

[Insert Special Character](#)

Personal Information

Title

Given/First Name *

Middle Name

Family/Last Name *

Degree (Ph.D., M.D., etc.)

Preferred Name (nickname)

Primary Phone (including country code)


Secondary Phone (including country code)

Secondary Phone is for: Mobile Beeper Home Work Admin. Asst.

Fax Number (including country code)

E-mail Address *

If entering more than one e-mail address, use a semi-colon between each address (e.g., joe@thejournal.com;joe@yahoo.com) **Entering a second e-mail address from a different e-mail provider decreases the chance that SPAM filters will trap e-mails sent to you from online systems. [Read More.](#)**

ORCID  [Delete](#)

[Alternate Contact Information](#)


Institution Related Information

You can list profession related information here – your position title, institution (or workplace), department, etc.

[Insert Special Character](#)

Institution Related Information

Position

Institution * Start typing to display potentially matching institutions. 

Department

Street Address

City

State or Province

Zip or Postal Code

Country or Region * UNITED STATES

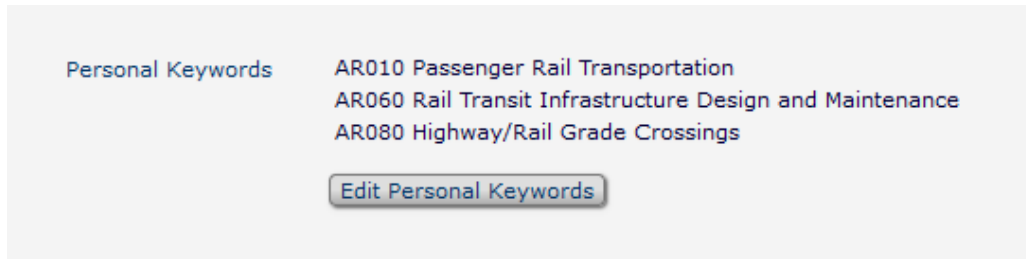
Address is for * Work Home Other

Available as a Reviewer?* Yes No

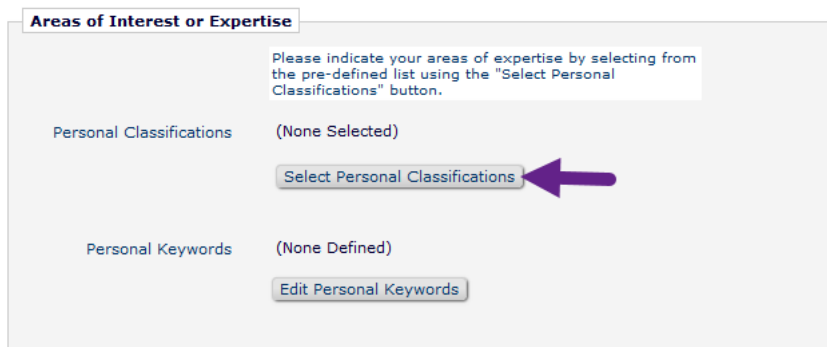
Areas of Interest or Expertise

This area contains both the classifications that help define your expertise as a reviewer and a list of the reviewer pools you are in.

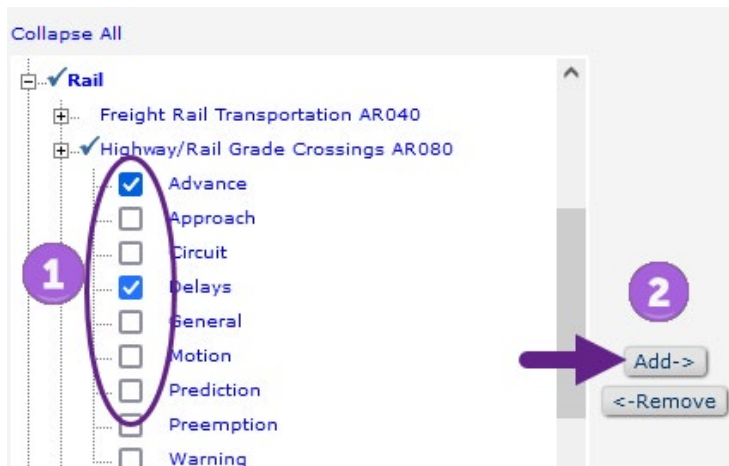
Scroll down to **Personal Keywords** to see a list of all committees that currently have you in their Reviewer Pool. Click on **Edit Personal Keywords** to add or remove committees. You will need to enter the committee code along with the name of the committee.



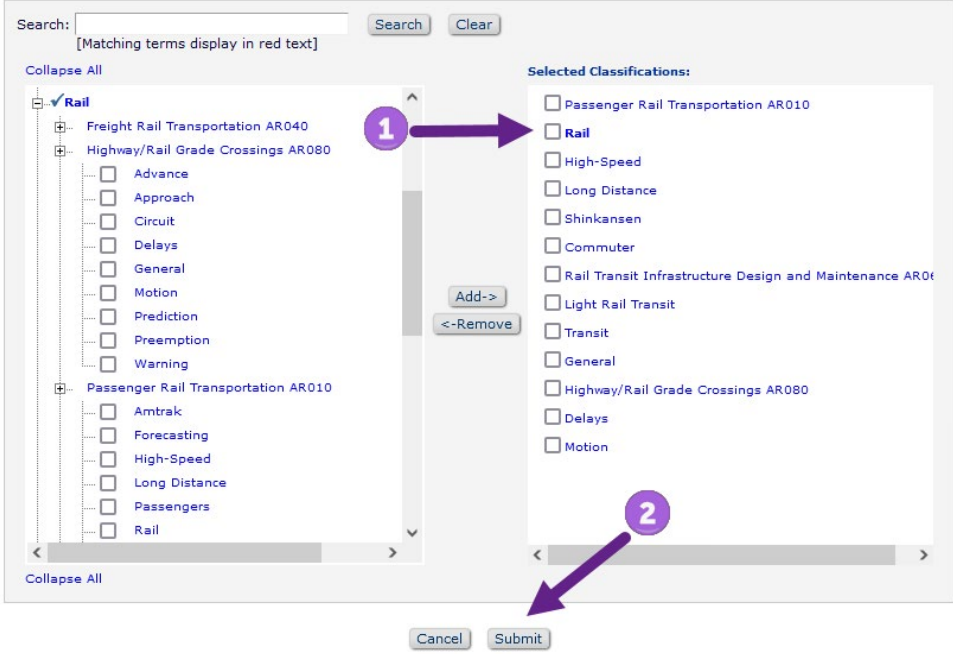
Click on Select Personal Classifications to further define your expertise as a reviewer.



Select only those classifications that reflect your ability to handle/review papers on that subject and click Add.



Review your selections and click Submit



Scroll down to the bottom of the screen and click Submit to save all of your changes.