

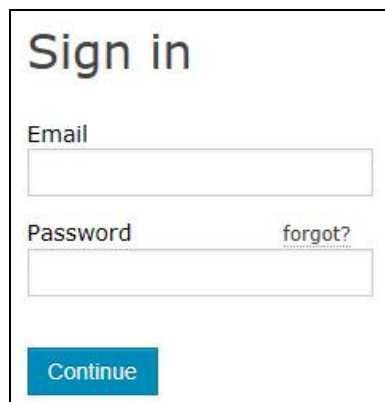
# How to edit your personal profile

Go to the NCJLA website [www.ncjla.org](http://www.ncjla.org)

1. From the home page click on Edit My Account on the left navigation bar.




2. On the Sign In page put in your email address. If this is your first time accessing your account or you have forgotten your password, just click continue. You will be sent instructions on how to set or reset your password via email. If you already have your password, you can log in directly.

A sign-in form with a white background and a black border. At the top, the text "Sign in" is displayed in a large, bold, grey font. Below this, there are two input fields. The first is labeled "Email" and is empty. The second is labeled "Password" and is also empty. To the right of the password field, there is a link that says "forgot?". At the bottom left of the form, there is a blue button with the word "Continue" written in white.

1. Make any necessary edits to your profile. Note you can put in more than one email address if each address is separated by a comma. Note that you can select one of three display options for your contact information. Private is only viewable by administrators. Roster is only viewable to team members with the team password. Public is viewable by the public.

**Click the submit button before exiting.**

### Dan Miller



**\* First Name**  **\* Last**

**\* Address**   1.

**\* City, ST, Postal**    (zip code)

**\* Country**

**\* Home Phone**   1.

**Work Phone**   1.

**Cell Phone**   1. **Provider**  2.

**\* Email Address**   1.

[Add us as a safe sender](#)

Do not email

**App Notification Devices** **No Connected Devices**

**\* Password**

**\* Enter it again**

**\* Gender**  Male  Female

**Date of Birth**  (birthdays are locked for this organization. To request a change, please contact your webmaster.)