Members Profile Update

Go to the EUCCC website: www.euccc.org
Click the "Login/Logout" link:
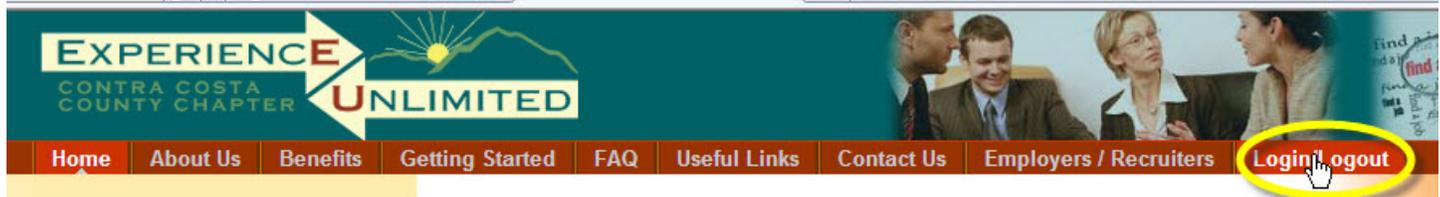
This is the member login screen:

If you're returning to the EUCCC web site, enter your Username (your email address) and your password and click LOGIN.

Clicking the "Remember Me" box can be used on your home computer, to be automatically logged in for future sessions.

Once you've successfully logged in, you'll see the Members Home page:

Note that the "Members Home" menu choice is now available to you.
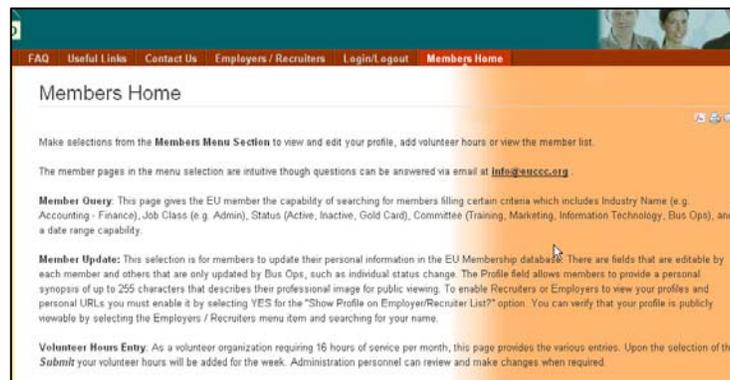
From the Members Home menu, select Member Update"

The Member Update (also referred to as Member Profile) page:

Fields on the Member Profile:

First Name (pre-filled)
Last Name (pre-filled)
Email address
Home Phone
Mobile Phone
Member Status (pre-filled)
Committee (pre-filled)
Board Position (pre-filled)
Veteran (yes/no – pre-filled)
Orientation Date (pre-filled)
Join Date (pre-filled)
Active Date (pre-filled)
Inactive Date (pre-filled)
Volunteer Hours Balance (pre-filled)
Show Profile on Employer/Recruiter List?
Profile (free text, maximum 255 characters)
Desired Position (free text)
Industry
   (drop down box – many selections)
Job Class
   (drop down box – many selections)
Personal URL (free text)

A note about Volunteer Hours Balance:
   This field will show the total hours
   you've entered for the current month.
   Enter your volunteer hours on the
   "Volunteer Hours Entry" screen.

Member Update	
First Name	Mickey
Last Name	Mouse
Email Address	
Home Phone	
Mobile Phone	
Member Status	Active
Committee	IT
Board Position	Not Board Member
Veteran	◉ No ○ Yes
Orientation Date (mm/dd/yyyy)	04/13/2010
Join Date (mm/dd/yyyy)	04/29/2010
Active Date (mm/dd/yyyy)	04/30/2010
Inactive Date (mm/dd/yyyy)	NA
Volunteer Hours Balance	4.00
Show Profile on Employer/Recruiter List?	○ No ◉ Yes
Profile	
Desired Position	Technical Writer
Industry	Not Selected
Job Class	TECHNICAL
Personal URL	
Submit	

(*this screen capture shows a partially filled in Member Profile, with some personal information deleted or changed.)*

Provide as much or as little information as you like, but remember that the more information you provide, the more likely that employers and recruiters using the EUCCC list will be to find you!

Especially Important!

Select "Yes" on the "Show Profile on Employer/Recruiter List?" question. If "No" is selected, your profile will not be available to Employers and Recruiters using the EUCCC list!

Profile Entry

Many members of EU take info from their LinkedIn profile to use in this EU Profile box. You may need to edit the text from LinkedIn to fit the 255 character limit for EU's profile.

If you enter too many characters in the Profile box, you'll see an error screen:
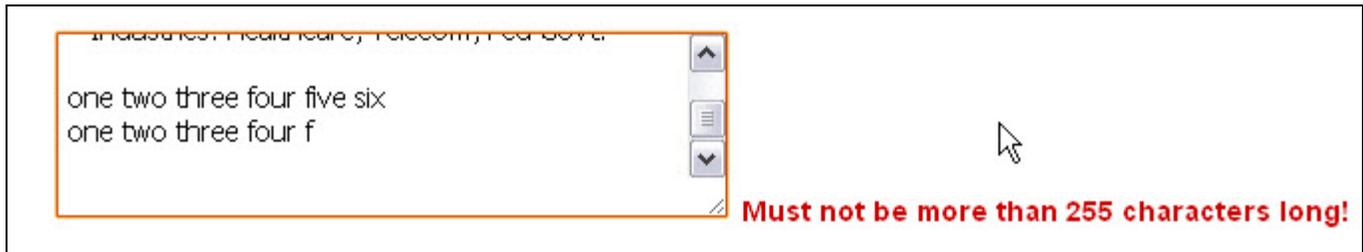
Personal URL

Enter a web site address, either one that you have for yourself or your LinkedIn profile page.

Once you're satisfied with your entries, click the "Submit" button at the bottom of the page.

You'll see the following confirmation screen:

You may update your Member Profile at any time.