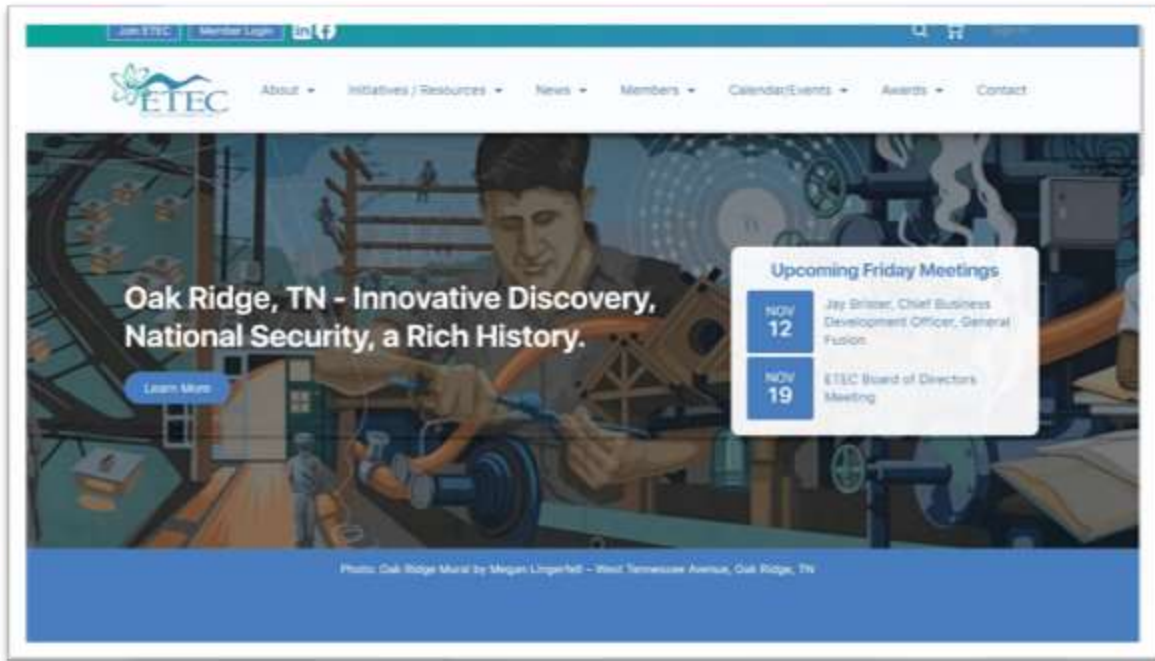
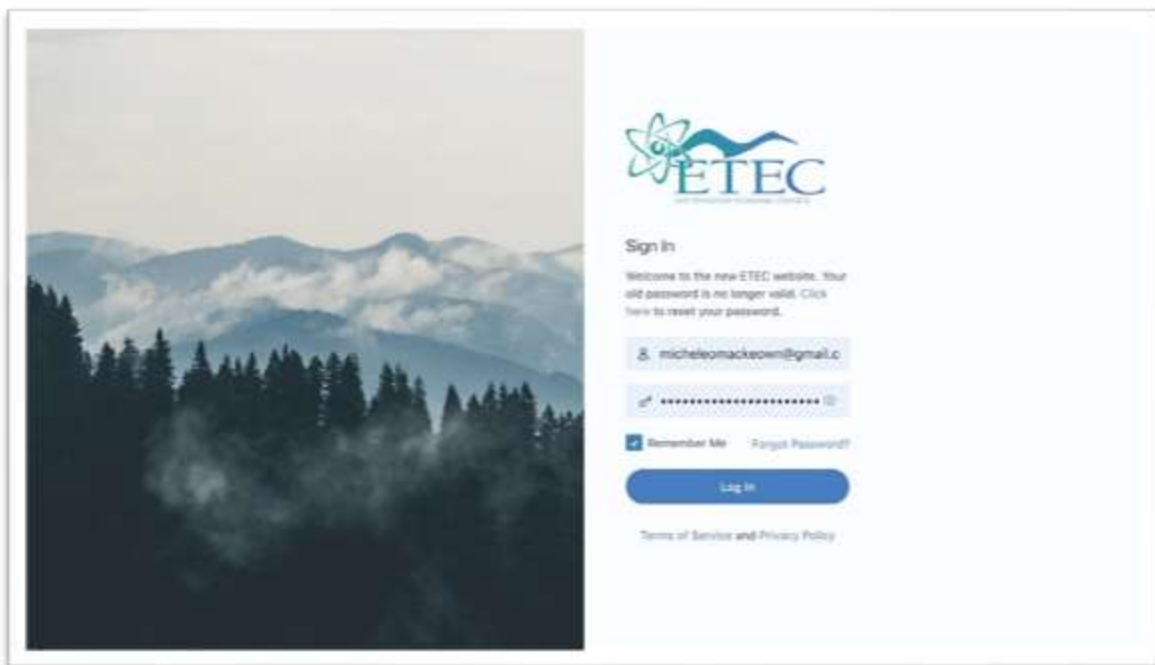


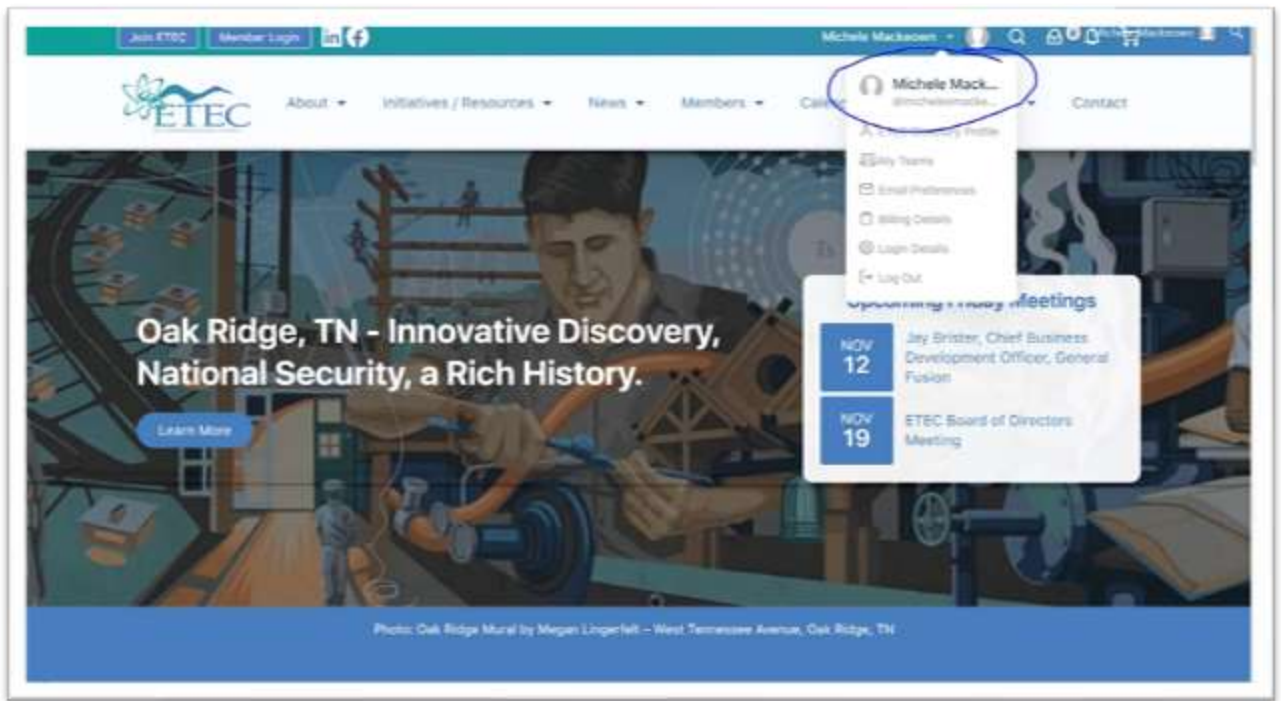
1. Click “Member Login” in the top left corner of the Home Page.



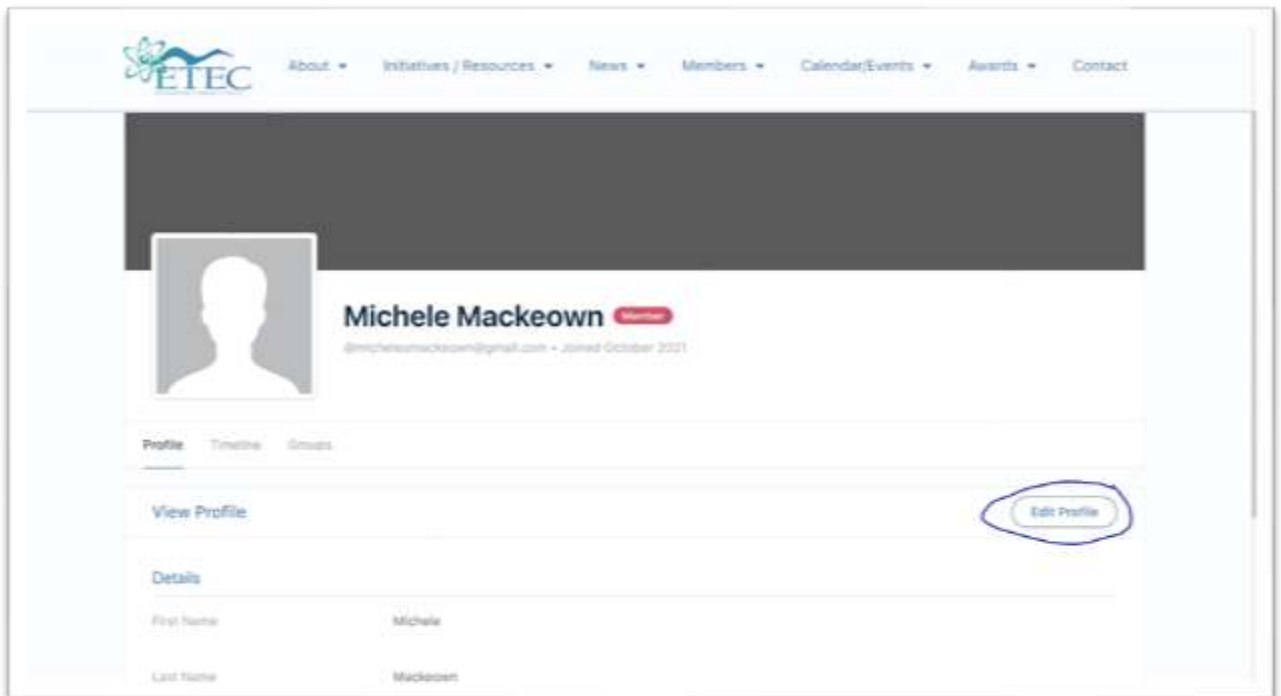
2. Enter your Username and Password into the sign in screen and press “Log in”
(If this is your first time logging in and you had an active username and password on the old site, click to reset your password. If your company is a member and you were not registered on the old site, contact Nicole at allen@eteconline.org to be set up on the new one.)



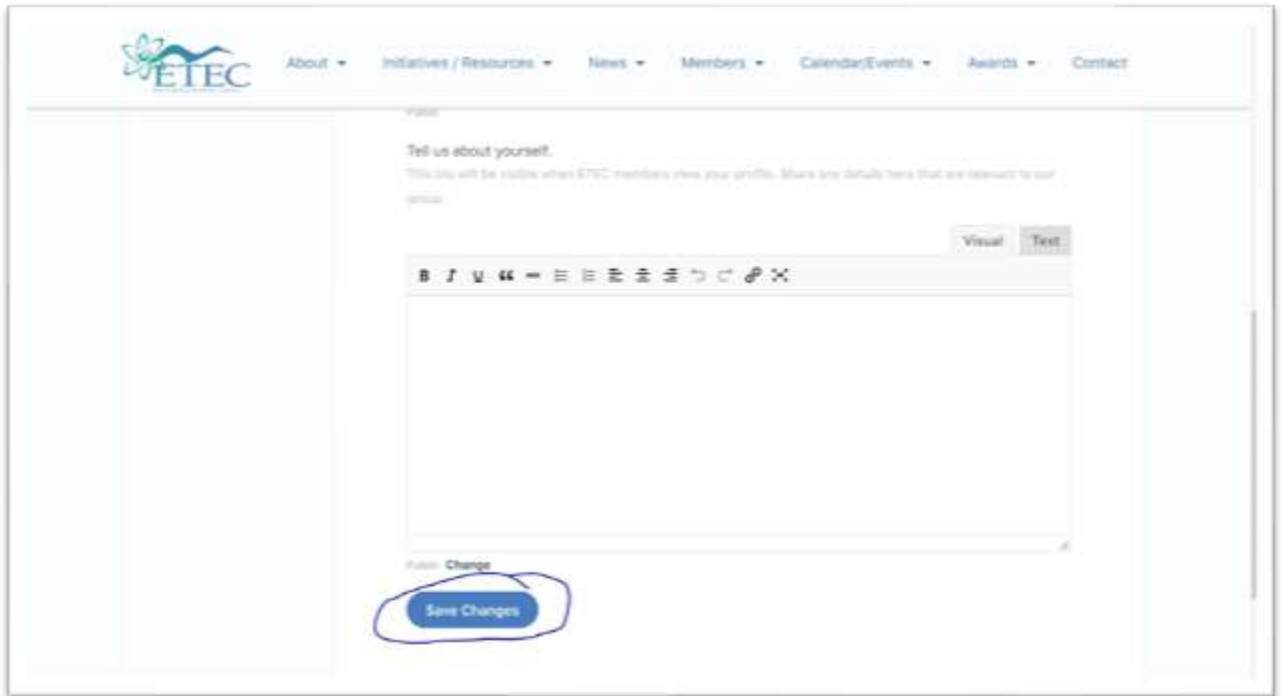
3. The Home Page will reload with your name in the top left of the screen. Click the half arrow and then click “Profile” on the drop-down menu.



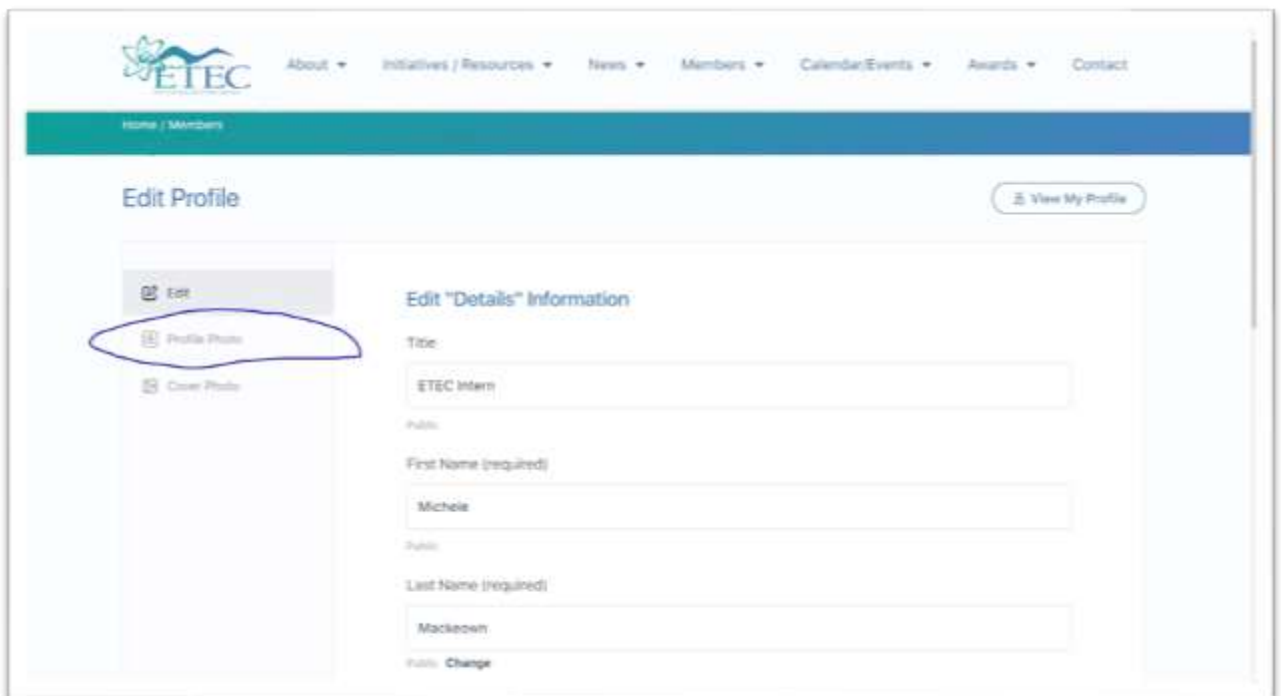
4. Once you're in the profile page click “Edit Profile”.



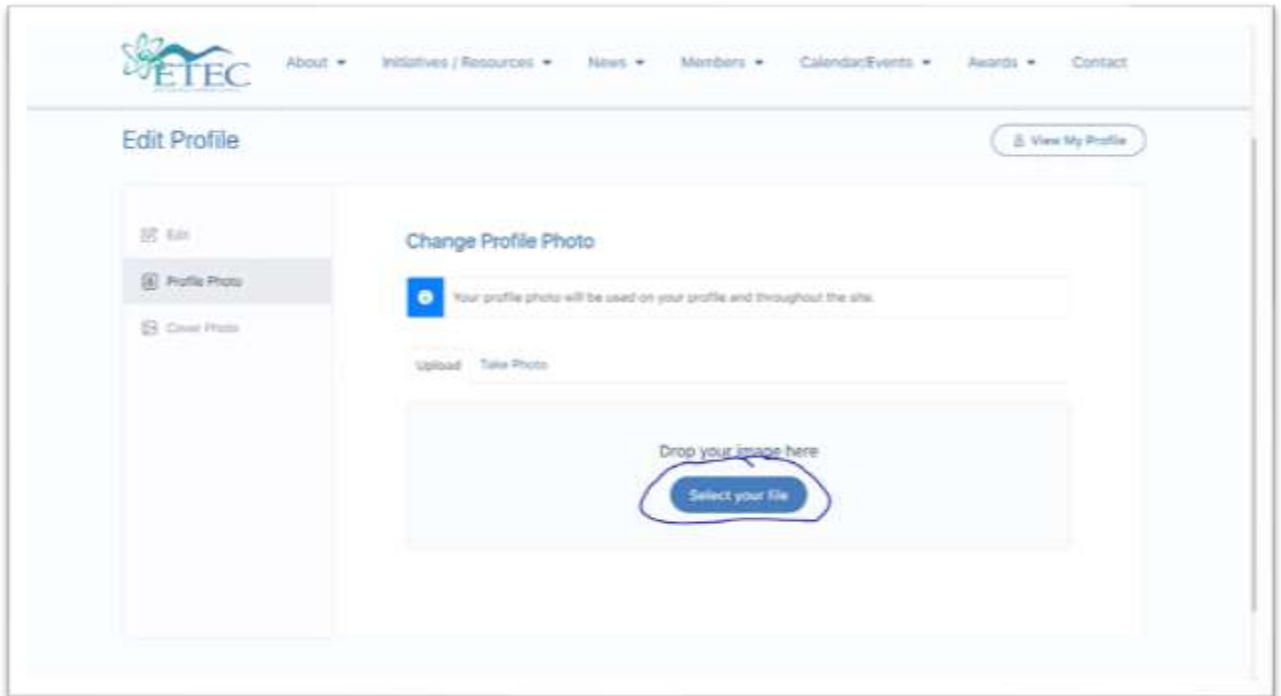
5. In this page you can fill out all the information of your name, nickname, a little about yourself, and your title. (Make sure you save your changes after).



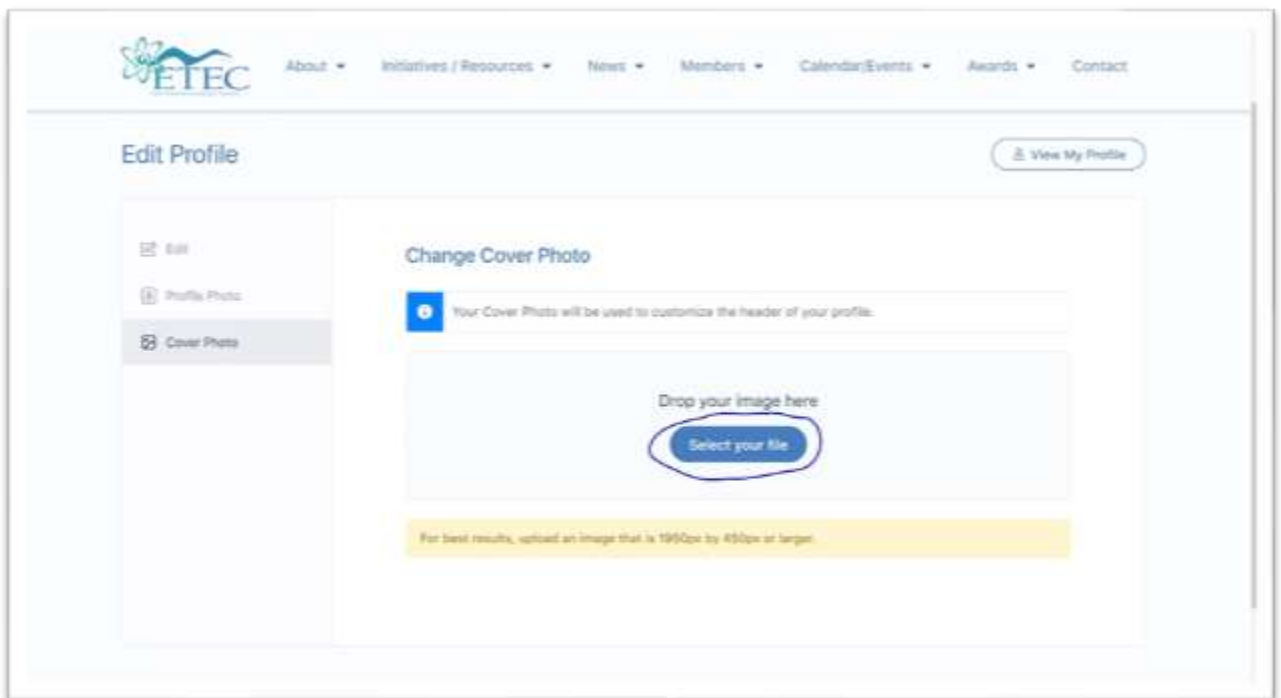
6. Now click on "Profile Photo".



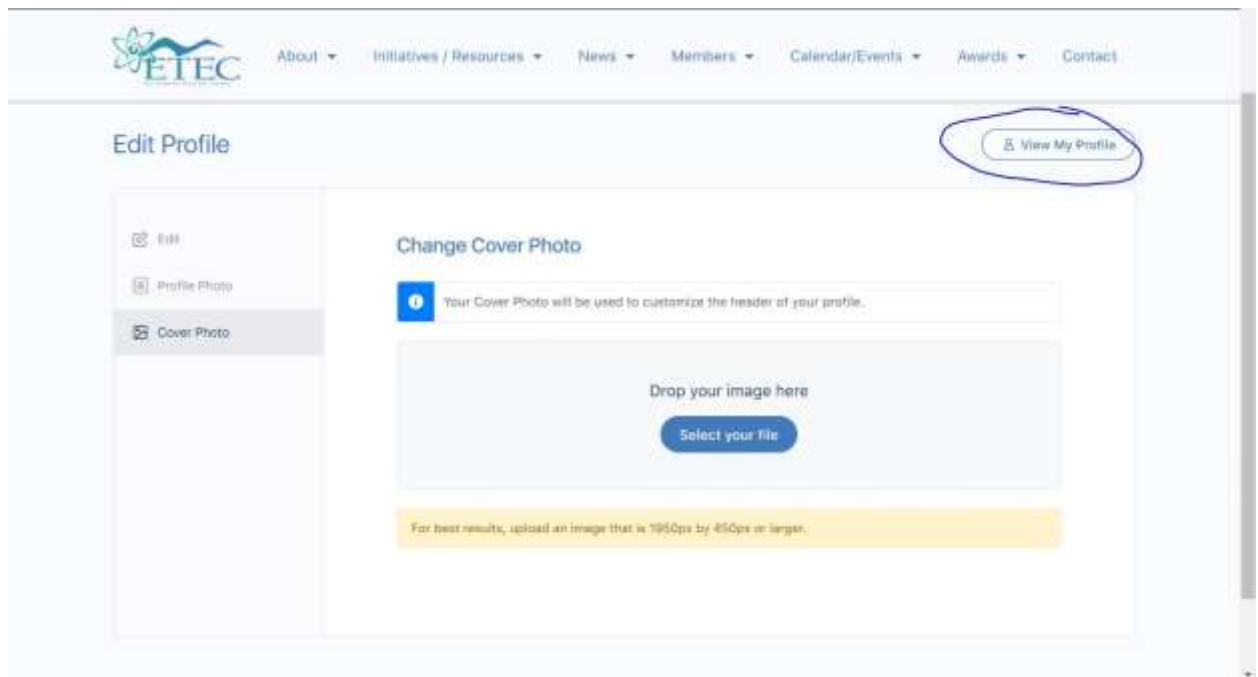
7. Click “Select Your File” and upload your photo.



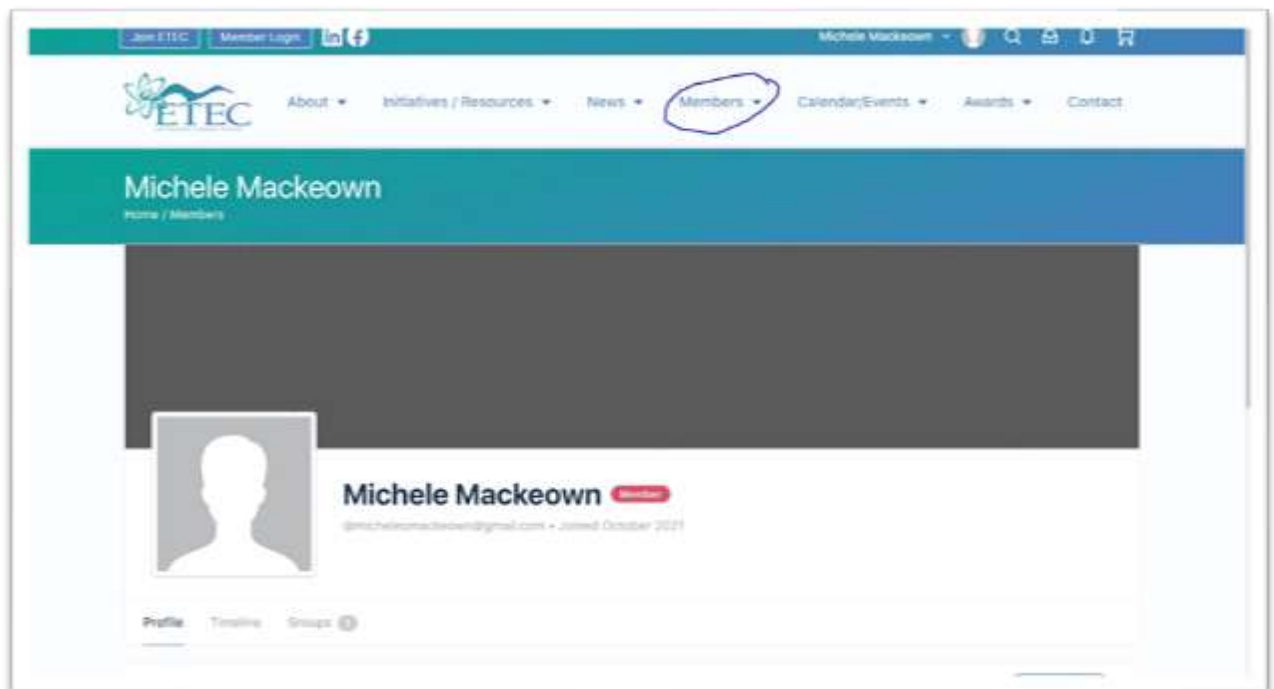
8. Now click on “Cover Photo” and upload a picture here. This will be the banner across the top of your profile page.



9. Click “View My Profile”



10. Go up to the Members drop-down menu and click “Members”.



11. When or if you see someone else from your company you can click on their group and join it. You can also invite people to join your “group/company”.

