

Steps to update membership profile

- While logged in, click the "update profile" link under the members' area (burgundy tab)
(see attached screen shot for visual reference)

The screenshot shows a web application interface. At the top left, there is a 'HOME' link and a navigation bar with 'View', 'Edit', and 'Files' buttons. The 'Edit' button is circled in red. Below this is the user's email address, 'youremailaddress@xyz.com'. The main content area is titled 'History' and 'Member for'. Below that is a 'Name and Address' section with a form containing fields for First Name, Last Name, Individual Suffix, Title, District/Organization, Street Address, City, State, Postal Code, Country, Phone, and Email. At the bottom of this form, there is a link 'Edit 'Name and Address'' which is also circled in red. On the right side, there is a 'MEMBERS' sidebar with a list of links: MEMBER DIRECTORY, UPDATE PROFILE (circled in red), RENEW MEMBERSHIP (circled in red), MEMBER RESOURCES, FORUMS, JOBS, SEARCH ARCHIVES, MEMBER BENEFITS, GET INVOLVED, and LOGOUT. Below the sidebar, there are several promotional banners: 'Membership', 'Post a Job Opening', 'School Safety Coalition', and a 'SAFETY ALERT' banner. At the bottom of the page, there is contact information: '15948 Derwood Road | Rockville, MD 20855 | Ph: 301-519-0496 | Fax: 301-519-0494 | email'. There are also links for 'Home' and 'Contact'. A footer note states: 'Best viewed in Firefox 3.0 or Internet Explorer 7.0 | This site is copyright © 2010 National School Public Relations Association. All rights reserved.' and a logo for 'A REDFIN SOLUTION' is visible.

- Hit the edit tab above the user name (email address), or click the “Edit Name and Address” link toward the bottom of the page (either one will take you to a page with the *Account, Name and Address* and *New Organization* information)

- If you are replacing membership information, fill out the information in the Name and Address area for the NEW member who is replacing the OLD membership

- To replace the nspra.org login user name (email address) and password to match the new member's information hit the "Account" link (see attached screen shot for visual reference)

HOME » MY ACCOUNT

View Edit Files

Account Name and Address New Organization

youremailaddress@xyz.com

Account information

E-mail address: *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

Password:

Confirm password:

To change the current user password, enter the new password in both fields.

Picture

Upload picture:

Browse...

Your virtual face or picture. Maximum dimensions are 100x100 and the maximum size is 100 kB.

MEMBERS

MEMBER DIRECTORY

UPDATE PROFILE

RENEW MEMBERSHIP

MEMBER RESOURCES

FORUMS

JOB

SEARCH ARCHIVES

MEMBER BENEFITS

GET INVOLVED

LOGOUT

Membership

Find out more about the benefits of becoming a member of HSPRA!

Post a Job Opening

Want to post a job? Do it here!

School Safety Coalition

CLICK SAVE AT BOTTOM OF PAGE TO COMPLETE ACCOUNT UPDATE

- After replacing user name (email address) and password hit "save" at bottom of page

- **You're done!** You can now log in using the new email address and password you specified