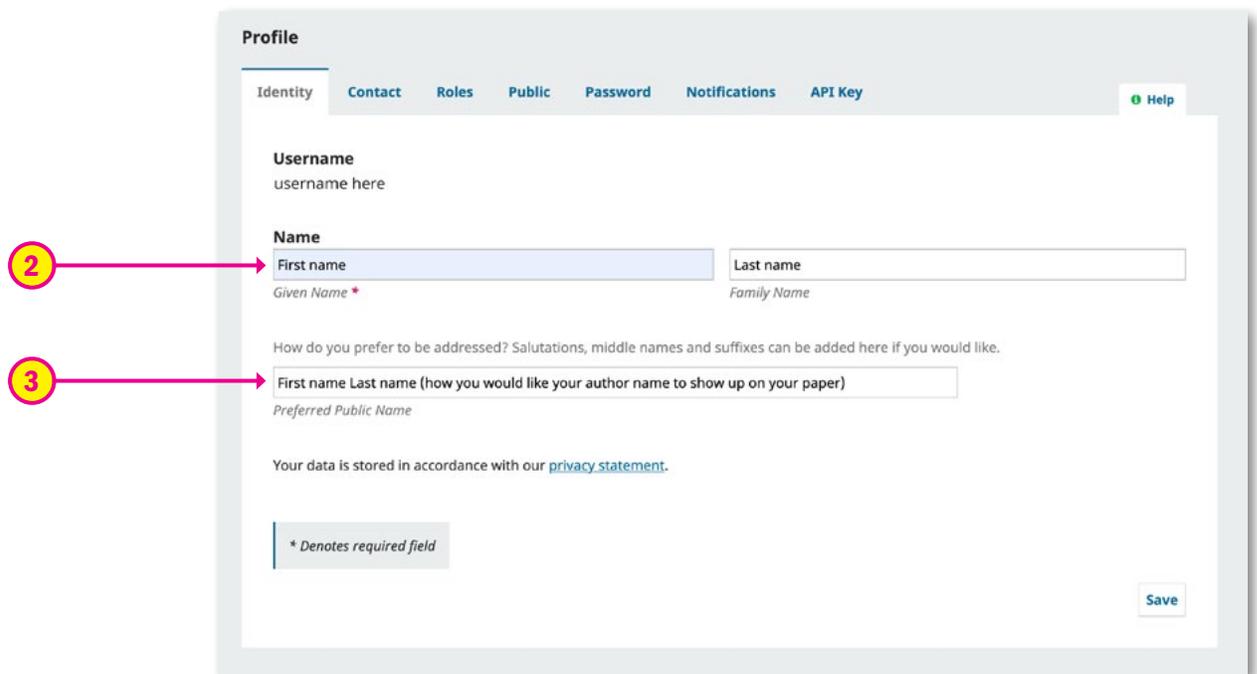
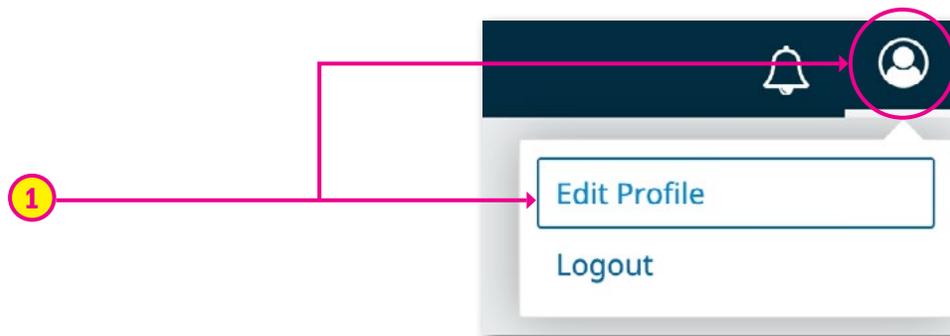


Updating your Profile

Update Your Identity Information

1. Login to your account. On the top right corner, click on the user icon and select '**Edit Profile**'
2. You can update your identity name here. Your **Given Name** will be your first name. The **Family Name** will be your last name.
3. In the "How do you prefer to be addressed?" field—this is **how your name will show up on your public profile** as well as your author name on your article page.
4. Once you register, **you'll receive an email confirmation** (you may need to check your **spam or junk folder**); please **confirm your email** address to finalize your JIPE registration.



Updating your Profile

Update Your Contact Info

1. Login to your account. On the top right corner, click on the user icon and select '**Edit Profile**'
2. You can update your identity name here. Your **Given Name** will be your first name. The **Family Name** will your the last name.
3. In the “How do you prefer to be addressed?” field—this is **how your name will show up on your public profile** as well as your author name on your article page.
4. Once you register, **you'll receive an email confirmation** (you may need to check your **spam or junk folder**); please **confirm your email** address to finalize your JIPE registration.

The screenshot shows the 'Profile' page with the 'Contact' tab selected. The page contains several form fields for updating contact information. Six numbered callouts (1-6) in yellow circles with red arrows point to specific elements:

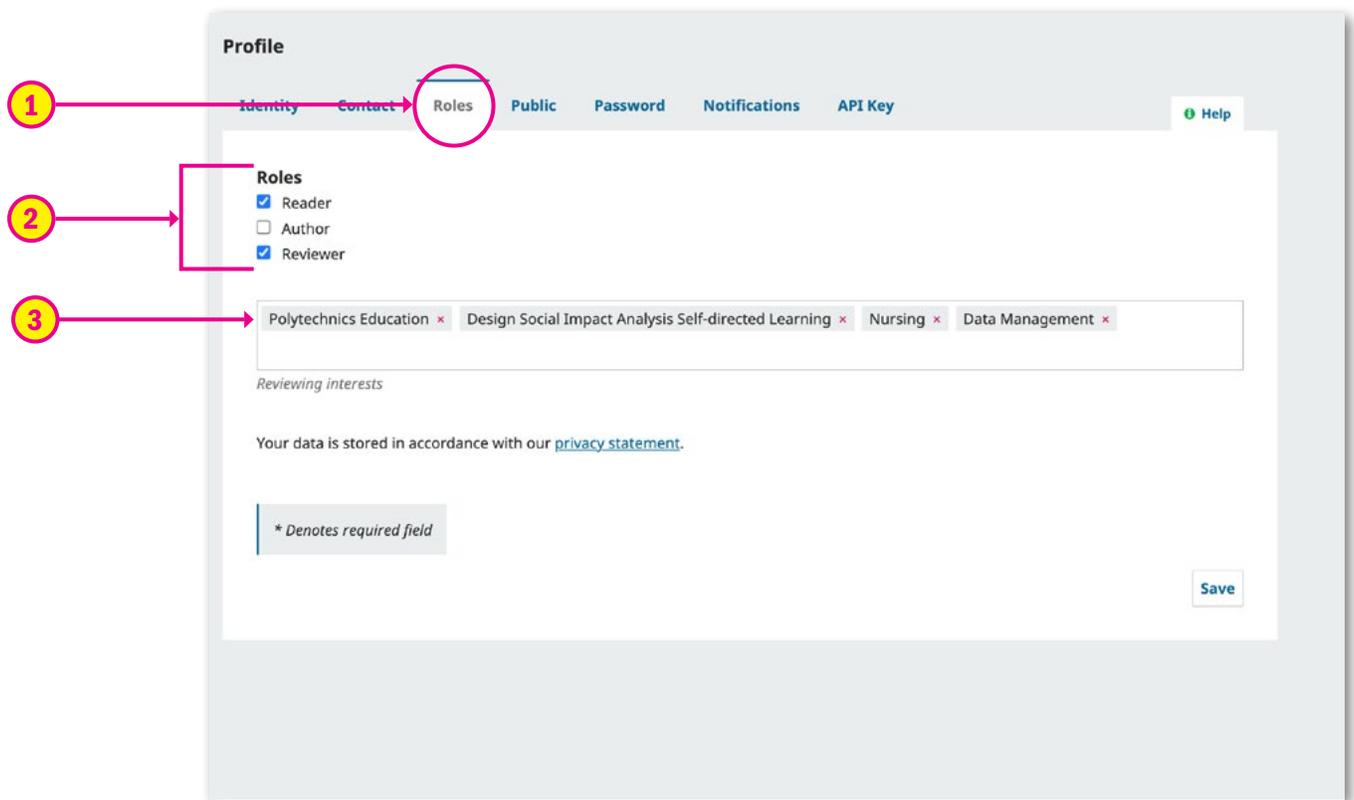
- 1. Points to the 'Contact' tab in the navigation menu.
- 2. Points to the 'Email' input field containing 'YourEmail@Here.com'.
- 3. Points to the 'Signature' text area containing 'Your JIPE email signature sign off should you like one'.
- 4. Points to the 'Phone' input field containing 'Your phone # here'.
- 5. Points to the 'Affiliation' input field containing 'Organization you're apart of'.
- 6. Points to the 'Mailing Address' text area containing 'Your mailing address should you like to include it'.

Below the mailing address text area is a 'Country' dropdown menu with 'Canada' selected. At the bottom of the form, there is a note: 'Your data is stored in accordance with our [privacy statement](#).'

Updating your Profile

Update Your JIPE User Role(s)

1. Select **'Roles'** (third tab)
2. Select any or all of the roles you'd like to have on JIPE: Reviewer, Author, Reader
3. Type in your **Reviewing Interests**. After you type in one interest topic, hit the 'enter' button on your keyboard to log the interest topic.



Updating your Profile

Updating your Public Profile

1. Go to the **'Public'** tab (fourth tab)
2. Optional: Under **'Profile Image'** you can upload your headshot.
3. Optional: In the text box, you can input your researcher bio. This will show up in your public profile. We recommend that your bio be written in third person and include your name, position, department, institution and research interests.
4. In the **'Homepage URL'** you can include your LinkedIn account URL or your research webpage

Add your ORCID ID

1. Select the **'Create or Connect your ORCID ID'** if you have one.

The screenshot shows the 'Profile' management interface. At the top, there are tabs for 'Identity', 'Contact', 'Roles', 'Public', 'Password', 'Notifications', and 'API Key'. The 'Public' tab is circled in pink and has a pink arrow labeled '1' pointing to it. Below the tabs is the 'Profile Image' section, which includes a dashed box for file upload and an 'Upload File' button. A pink arrow labeled '2' points to the upload area. Below that is a rich text editor with a toolbar and a large text area for the bio. A pink arrow labeled '3' points to the bio text area. Below the bio is a 'Bio Statement (e.g., department and rank)' label. A pink arrow labeled '4' points to the 'Homepage URL' input field. Below that is the 'ORCID ID' section, which has a button labeled 'id Create or Connect your ORCID ID' and a link 'What is ORCID?'. A pink arrow labeled '5' points to this button. At the bottom right, there is a 'Save' button. A legend at the bottom left states '* Denotes required field'.