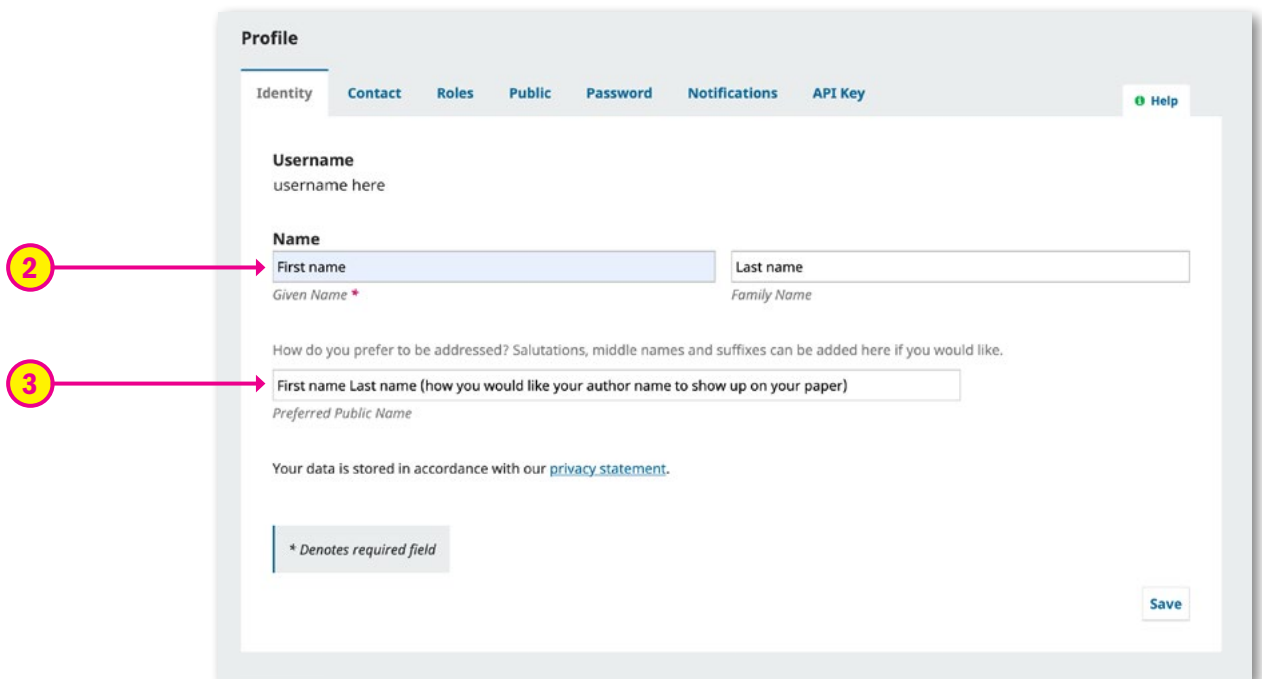
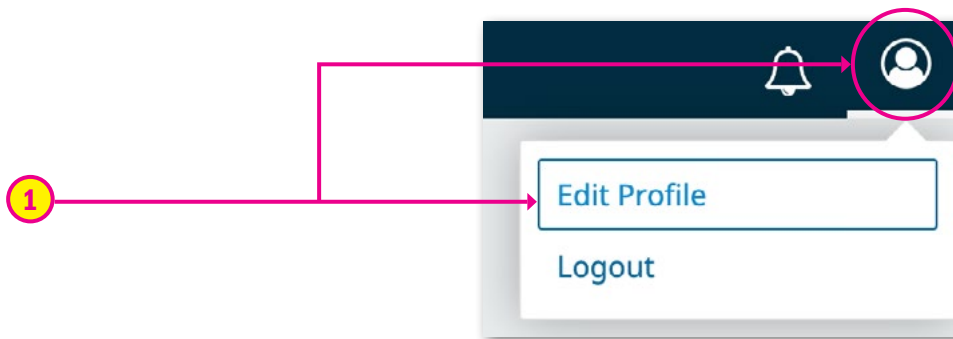


# Updating your Profile

## 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 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.



# 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:

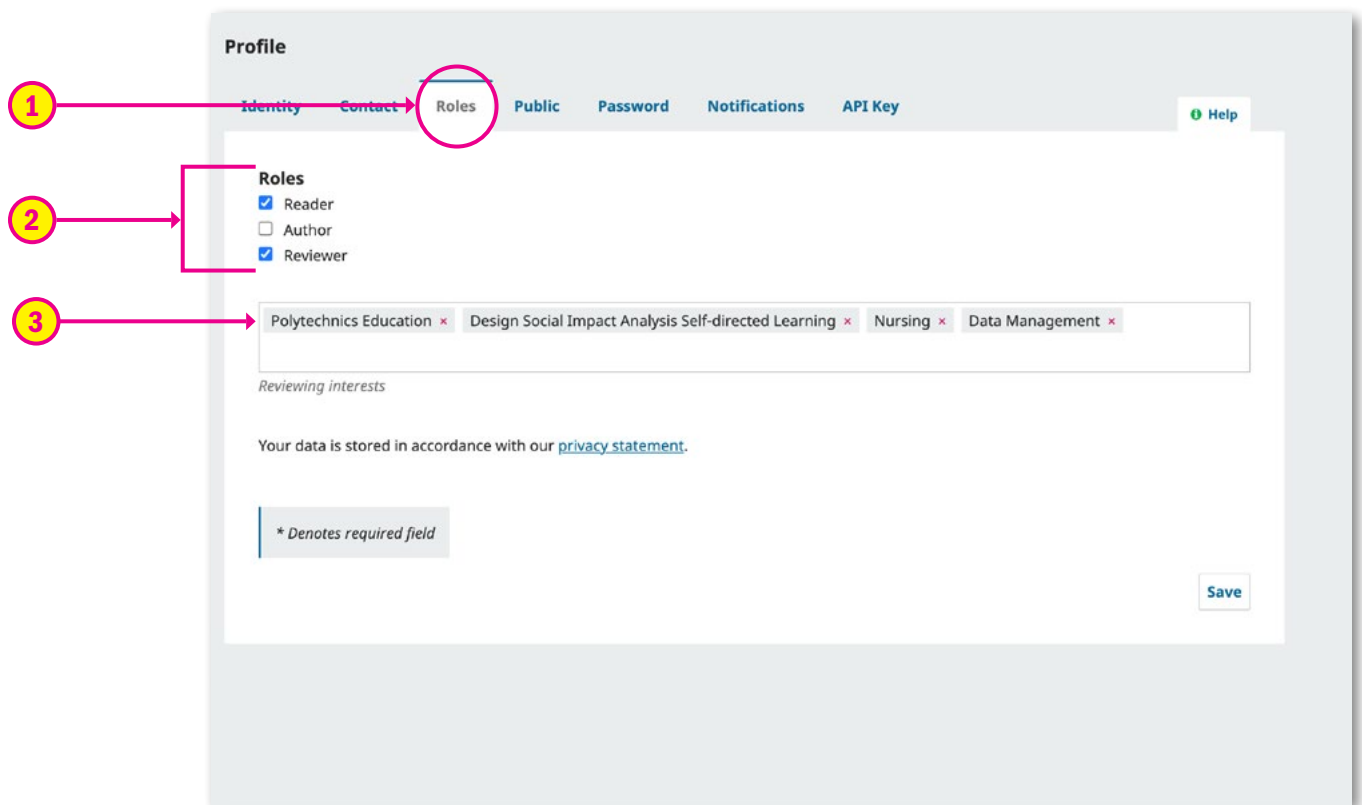
- 1. Points to the 'Contact' tab in the navigation menu.
- 2. Points to the 'Email' input field containing 'YourEmail@Here.com'.
- 3. Points to the 'Signature' text area containing 'Your JIPE email signature sign off should you like one'.
- 4. Points to the 'Phone' input field containing 'Your phone # 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'.

At the bottom of the form, there is a 'Country' dropdown menu with 'Canada' selected, and 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

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

The screenshot shows the 'Profile' update page with the following elements and callouts:

- 1**: Points to the 'Public' tab in the navigation menu.
- 2**: Points to the 'Profile Image' upload area, which includes a dashed box with the text 'Drag and drop a file here to begin upload' and an 'Upload File' button.
- 3**: Points to the rich text editor for the bio statement, which includes a toolbar with icons for bold, italic, underline, link, unlink, code, list, and image.
- 4**: Points to the 'Homepage URL' text input field.
- 5**: Points to the 'Create or Connect your ORCID ID' button, which includes a small 'id' icon and a 'What is ORCID?' link.

Other visible elements include: 'Identity', 'Contact', 'Roles', 'Password', 'Notifications', 'API Key', 'Help', 'Bio Statement (e.g., department and rank)', 'ORCID iD', 'Your data is stored in accordance with our [privacy statement](#).', '\* Denotes required field', and a 'Save' button at the bottom right.