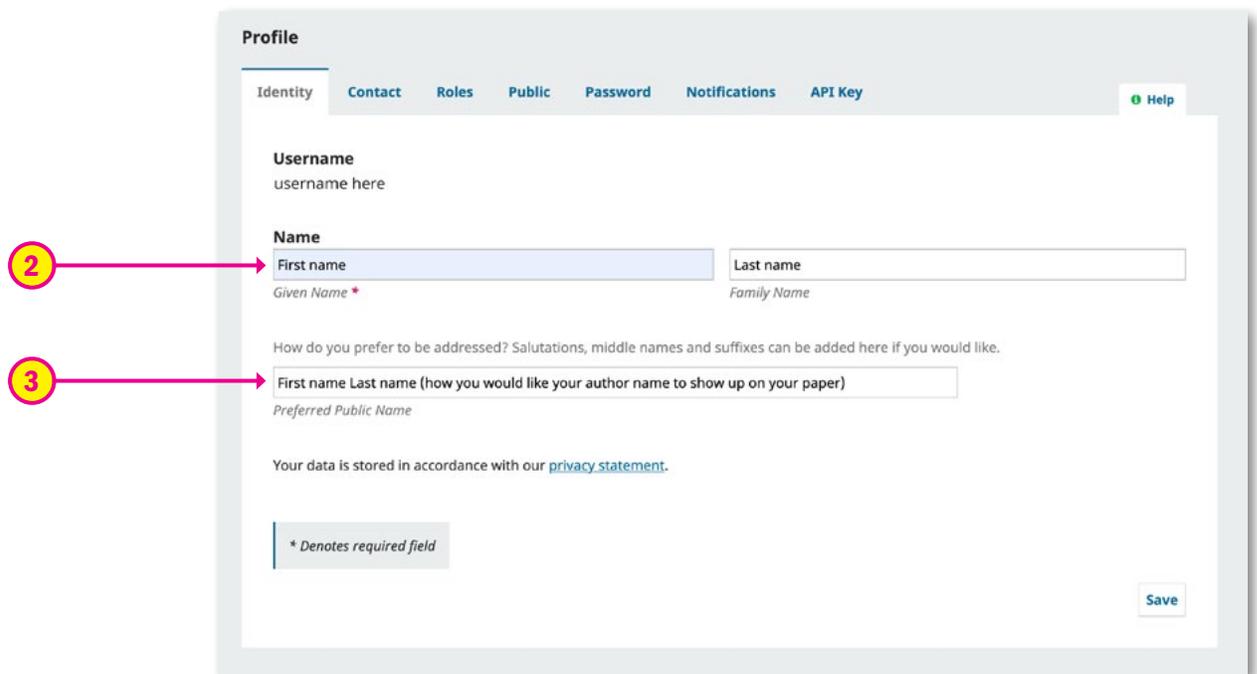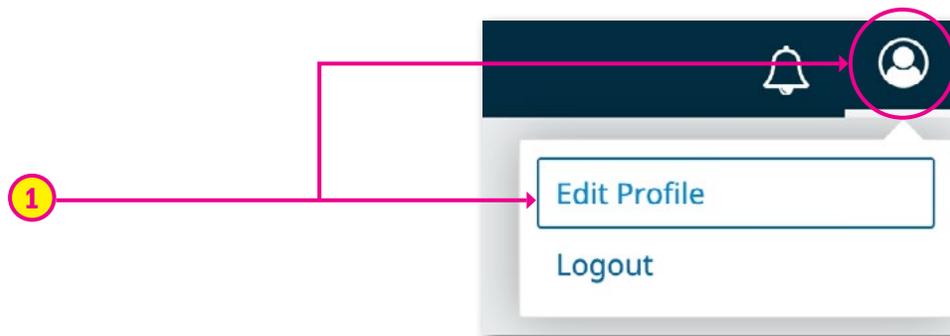# Updating your Profile

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.

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.
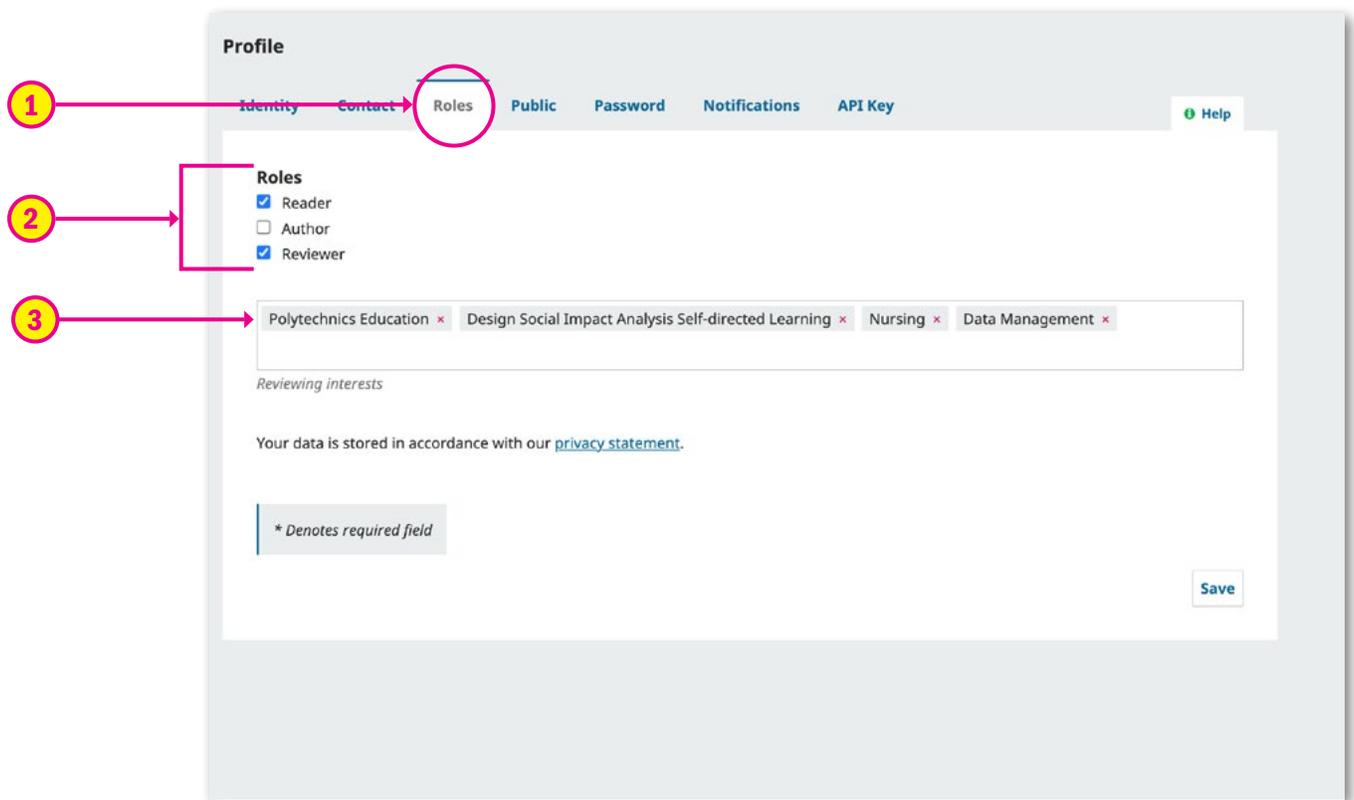
Updating your Profile

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 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.