



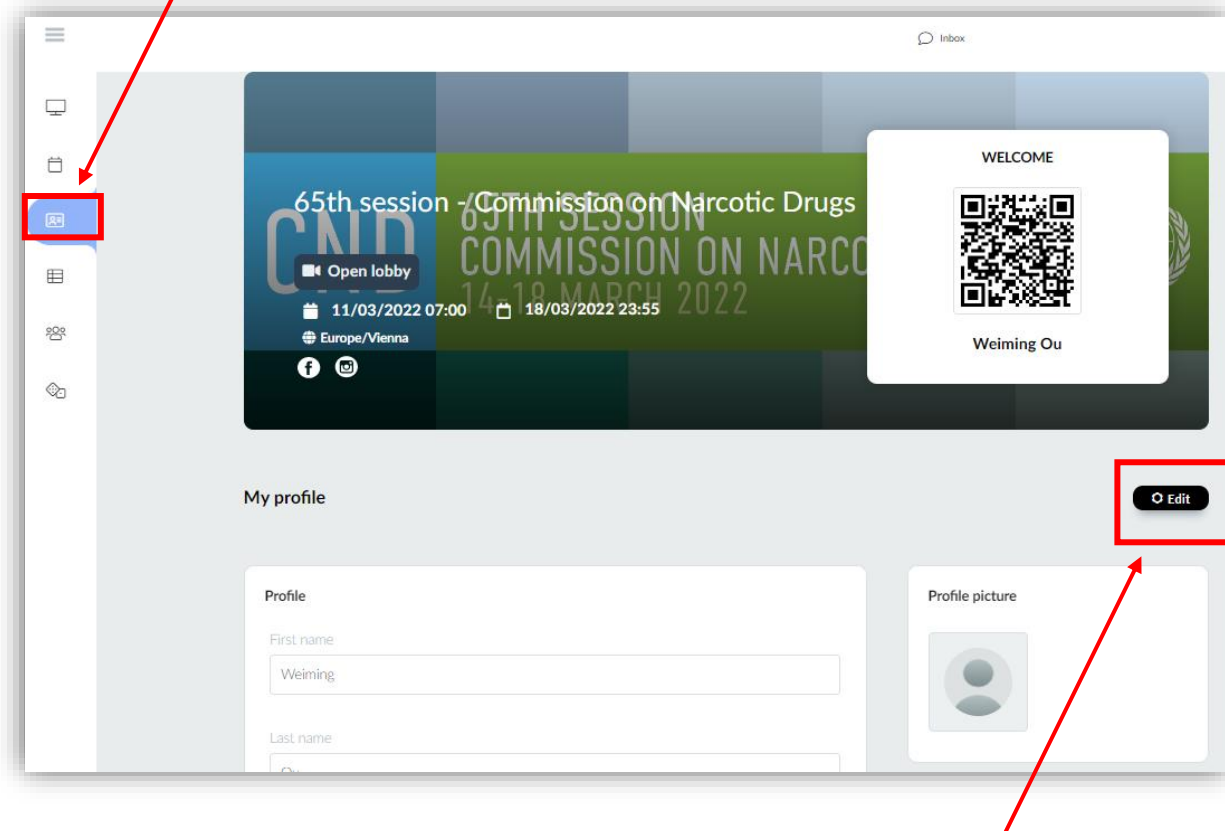
# HOW-TO GUIDE – MY PROFILE

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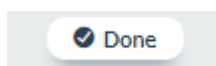
- Welcome to “My Profile” ..... 2**
- Changing your profile information ..... 2**
- Defining the visibility of your profile on the platform ..... 2**
- Changing your profile picture..... 3**
- Setting up or changing your password..... 3**
- Exporting your user data ..... 3**
- Enrolment form..... 3**

## Welcome to “My Profile”

By clicking on the **icon** under the VIRTUAL LOBBY, you will access the ‘MY PROFILE’ section of the platform.



In the ‘MY PROFILE’ section, you can edit your profile details. You need to click **EDIT** to be able to make any changes in your profile.



Once you have made all your changes, click again on **DONE**.

**Profile**

First name  
doris

Last name  
resch

Email address

Telephone

Summary

Visible to others  
 Yes  No

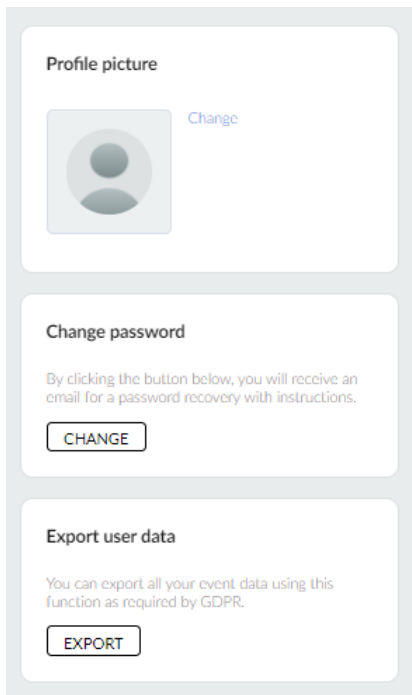
### Changing your profile information

On the left-hand side, you can edit your name, add a phone number (if you wish to share your contact details) as well as optionally add information about yourself in the SUMMARY section.

### Defining the visibility of your profile on the platform

In your profile you can also decide, if you wish to be visible or not to other participants on the platform.

If you change the visibility to **‘NO’** your profile will not be visible to other participants through the networking functions.



## Changing your profile picture

By clicking on change (note that you first have to click **'EDIT'**) you can upload a profile picture.

## Setting up or changing your password

In order to be able to use the mobile application of the platform, you will need to set up a password. You can do so by clicking **'CHANGE'**. You will then receive an email to the address with which you have been registered with the instructions to change your password.

## Exporting your user data

In order to comply with the protection of your data, this section allows you to export your user data available to the platform. You can do so, by clicking **'EXPORT'**. You will then receive an email with a link to download the information.

## Enrolment form

At the bottom on the page you can see the section 'ENROLLMENT FORM' which provides an overview of speaker roles that have been assigned to your account through your registration. **Please note that this information cannot be changed.**

A screenshot of an 'Enrollment form (edits not allowed)'. The form contains four rows of selection options, each with a label and a red asterisk. The first row is 'Member State \*' with 'Yes' and 'No' buttons. The second row is 'Speaker Plenary \*' with 'Yes' and 'No' buttons, where the 'No' button is highlighted in black. The third row is 'Speaker COW \*' with 'Yes' and 'No' buttons, where the 'No' button is highlighted in black. The fourth row is 'Observer Plenary \*' with 'Yes' and 'No' buttons, where the 'Yes' button is highlighted in black.