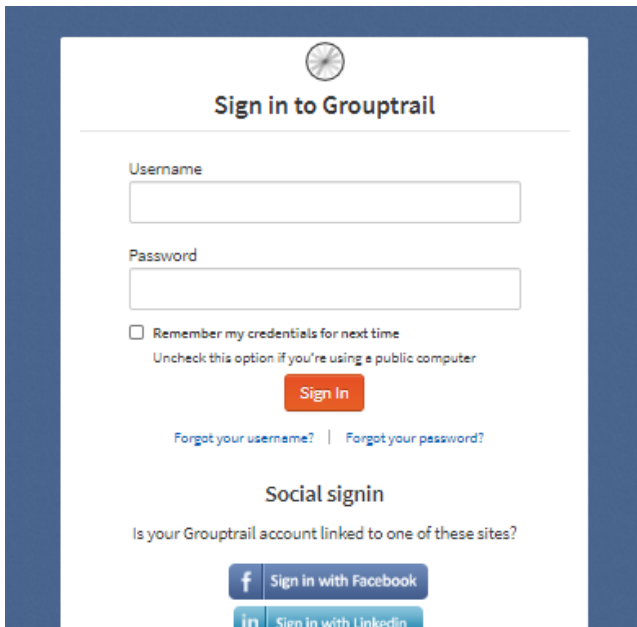## PPS PARTNER CONNECT— EDITING YOUR PROFILE

Once you've activated your account and created your initial profile you have the ability to login in at any time to modify/update elements of you profile. This guide will take your through the steps necessary to login and edit your existing profile.

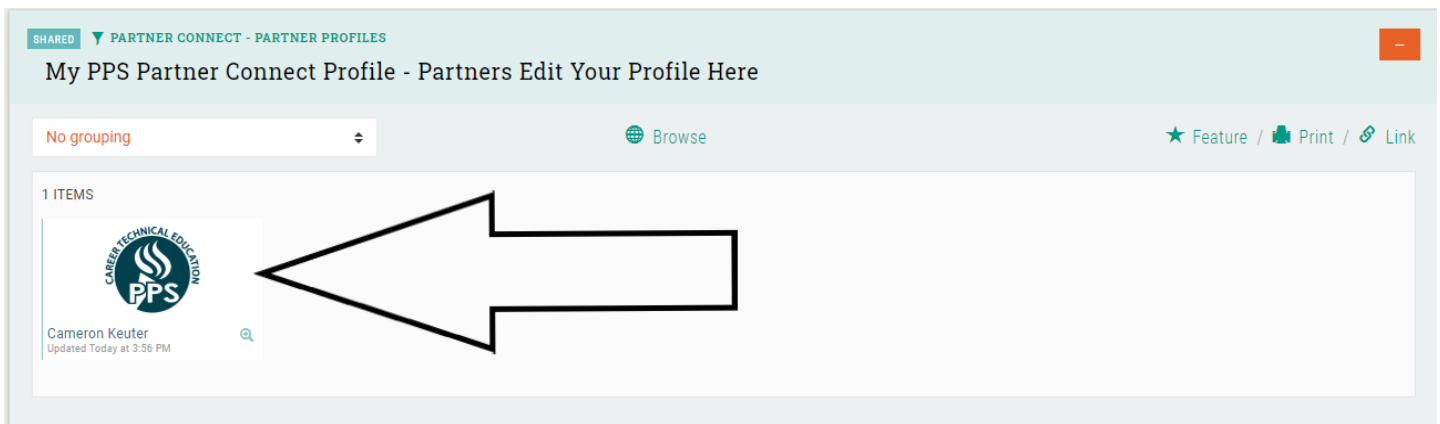### Step 1—Navigate to Partner Connect login page

app.grouptrail.com

Enter your username and password you used when you activated your account.

We encourage you to bookmark this page for future logins. Additionally, if by chance you forget your username or password there are options on this page

Step 2 — Profile Editing from Partner Connect Dashboard

You can click on the My PPS Partner Connect Profile—Partners Edit Your Profile Here filter to expand it and then click on your profile to edit elements of your profile.

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All demographic and contact information is curated on the Form Tab.   This information is grouped into 4 categories;

Partner Profile - Specific information about you, the organization your work for and any potential interests or expertise. This information helps us match you with opportunities and the interests of students.

PPS Involvement - This section helps us better understand your current involvement or interests in PPS as well as gather insight into potential interests you may have as a partner volunteer.

Contact Information - This information is crucial as we want to ensure we can effectively communication and engage with our partner volunteers. Current information is important and we also recognize many people transition from jobs so ensuring we have accurate information

Social Media - Voluntary information regarding relevant social media accounts. We utilize social media as a tool to enhance communication and engagement with our partners.

For each section you can click on the grey pencil for each item and edit from a list of pull down menu options or in some cases a text box requiring the entry of alpha or numeric information. The images below provide an example of how this might appear as you selectively edit your profile.