

# COMPLETE YOUR PROFILE

To get started, you can set up your personal profile by clicking on the avatar icon in the top right corner of the home screen.



This takes you to your **Profile** screen. Here you can update your personal information including your name, phone number, and birth date. This information may or may not be pre-filled for you when you first come to this screen.

You may also update your password or security questions on this screen.

Be sure to click the **Save Changes** or **Save** buttons when you are finished making an update in any section.

The screenshot shows the Profile screen with a light blue background. At the top left is a home icon. In the center is a large circular avatar icon with a person's silhouette. To the right of the avatar, the name "George Kelly" is displayed, followed by "Crown Colony Assisted Living". Below this is an "ABOUT ME SURVEY" section with a description and a "TAKE THE SURVEY" button. To the right of the avatar is a notification bell icon with the text "You have 3 new alerts". The main content area is divided into three sections: "UPDATE YOUR PERSONAL DATA" with fields for Name (George, Kelly), Phone 1, and Birthdate (January 1, 1950), and a "SAVE CHANGES" button; "UPDATE YOUR PASSWORD" with fields for New Password and Confirm Password, a "Hide my passwords" checkbox, and a "SAVE" button; and "UPDATE SECURITY QUESTIONS" with two questions: "Where did you meet your spo..." (Ramblewood middle school) and "Where did you spend your ho..." (Mexico), and a "SAVE" button.

To share more information about yourself, click on the blue **Take the Survey** button. This is a fun way to share your interests with your community and your neighbors.

The survey allows you to make selections in categories such as Hobbies & Interests, Career, Health & Wellness, and more. Click the selections that best apply to you in each category. When the button is yellow, it is selected. You may also type more about yourself in the **About Me** box at the top of the screen. Be sure to click the **Save Changes** button when you are finished making your selections.

**NOTE:** The blue Bell icon lets you know when your community has added new alerts. Click on the Bell to visit the Alerts screen, where you can read all of your community's important messages.