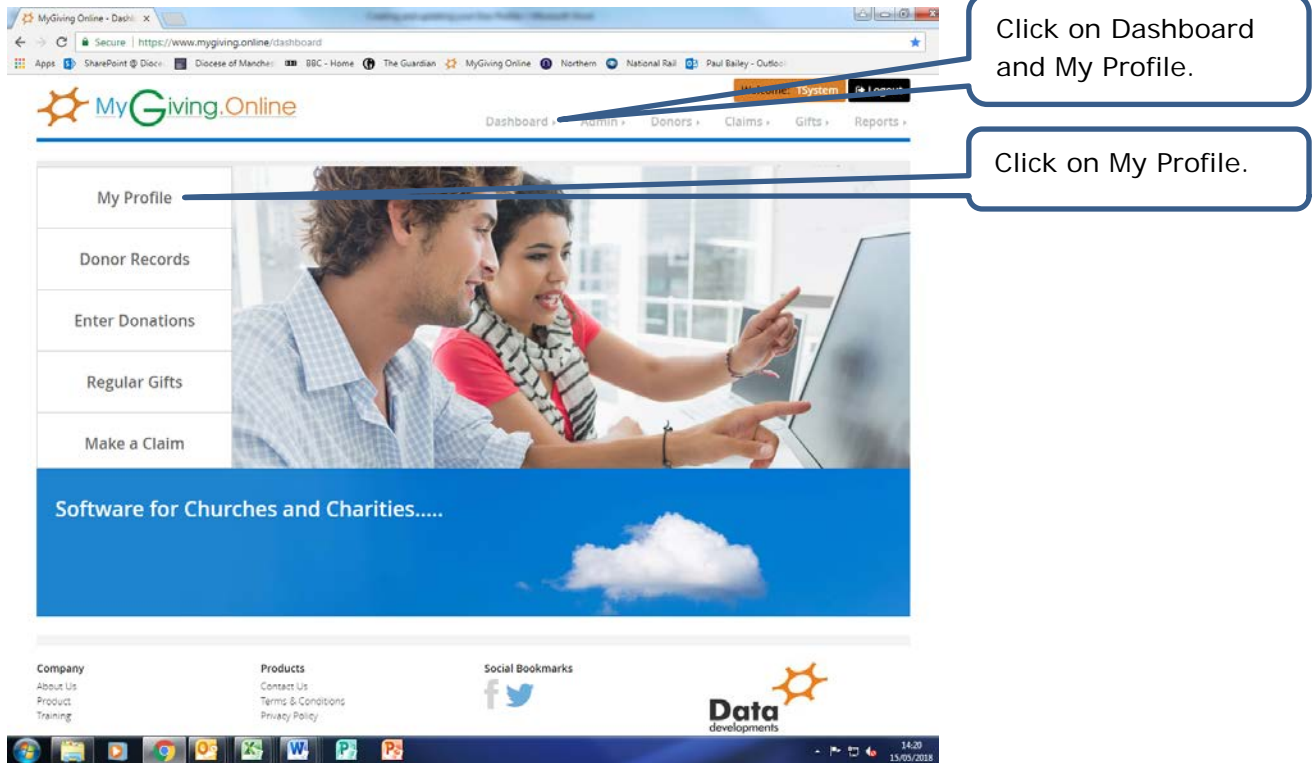


## GAL2 - Creating and updating your User Profile

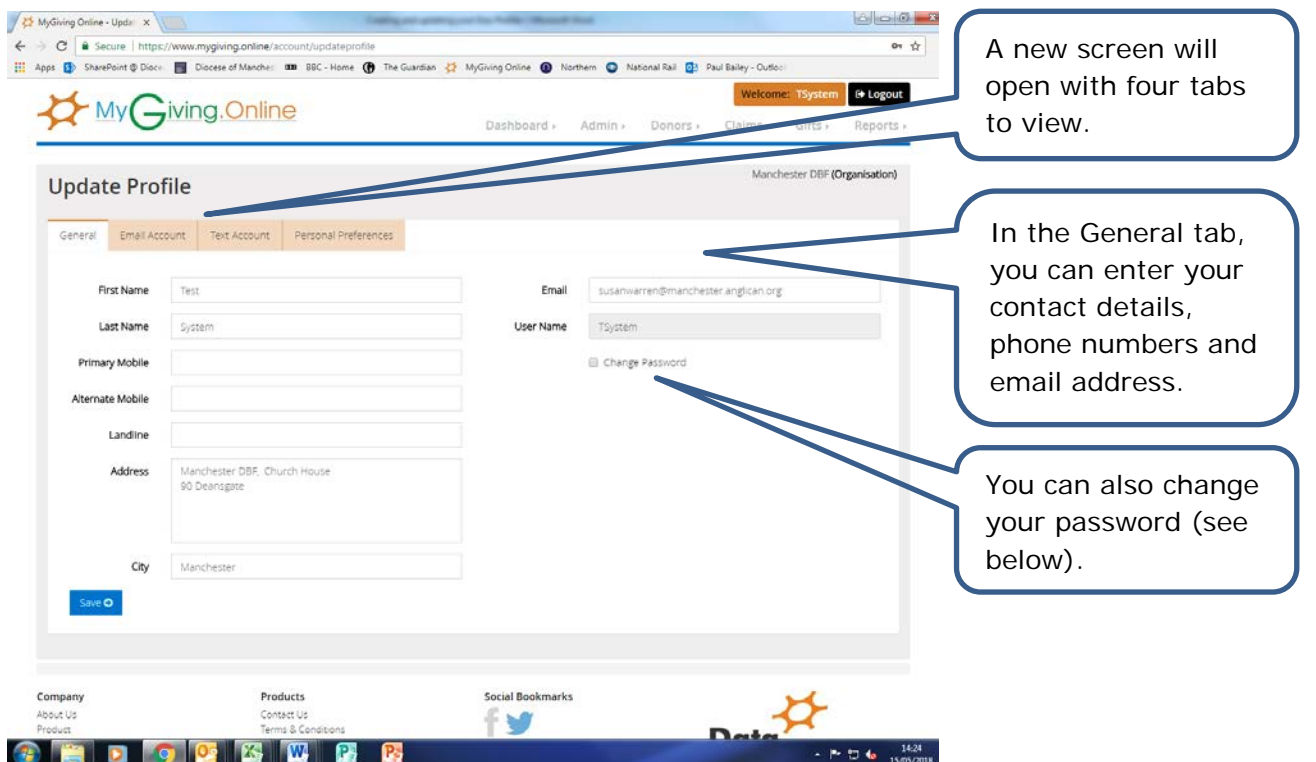
MyGiving.Online allows you to personalise the information about you within the My Profile section.

- Step 1

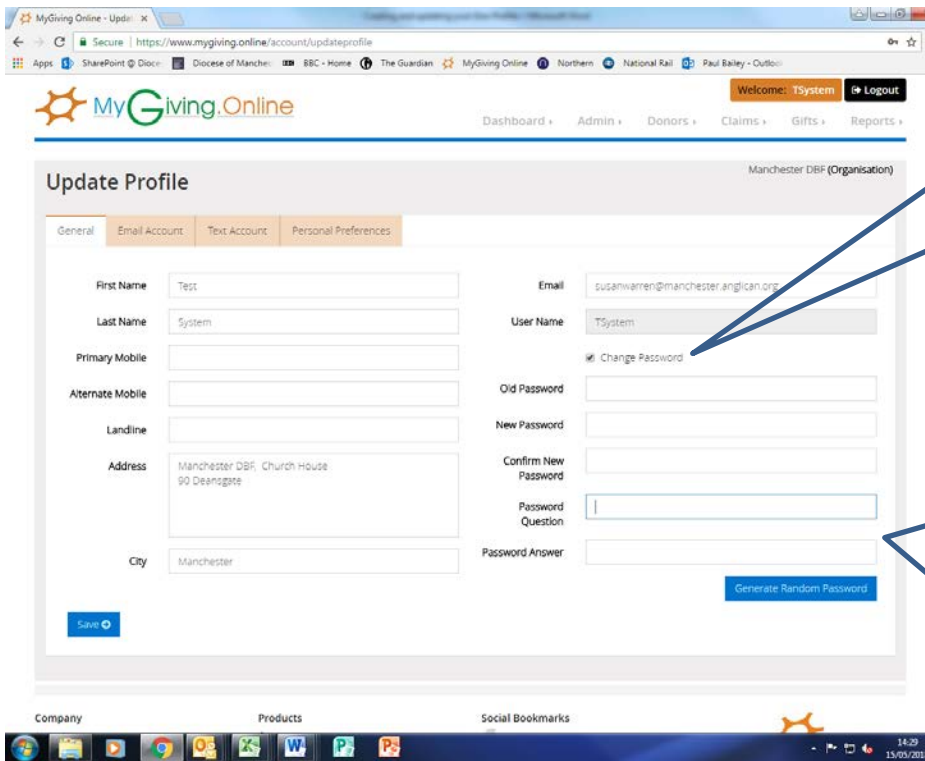


This screenshot shows the MyGiving.Online dashboard. A callout points to the 'Dashboard' and 'My Profile' links in the top navigation bar, with the instruction: "Click on Dashboard and My Profile." Another callout points to the 'My Profile' link in the left-hand menu, with the instruction: "Click on My Profile."

- Step 2



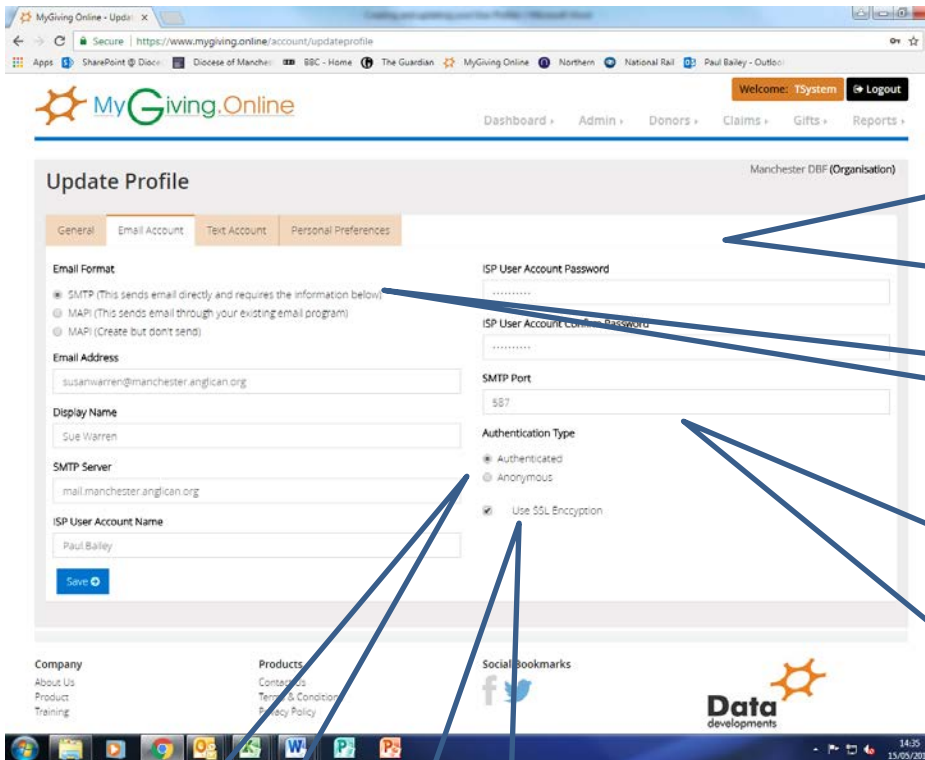
This screenshot shows the 'Update Profile' page. A callout points to the 'Update Profile' title, stating: "A new screen will open with four tabs to view." Another callout points to the 'General' tab, stating: "In the General tab, you can enter your contact details, phone numbers and email address." A third callout points to the 'Change Password' checkbox, stating: "You can also change your password (see below)."



If you click the Change Password tick box, the section will expand to show these options.

You can choose a new password, including setting a password question and answer, or you can choose a random password.

- Step 3



If you are planning to email your donors using MyGiving.Online, you can enter your email account details.

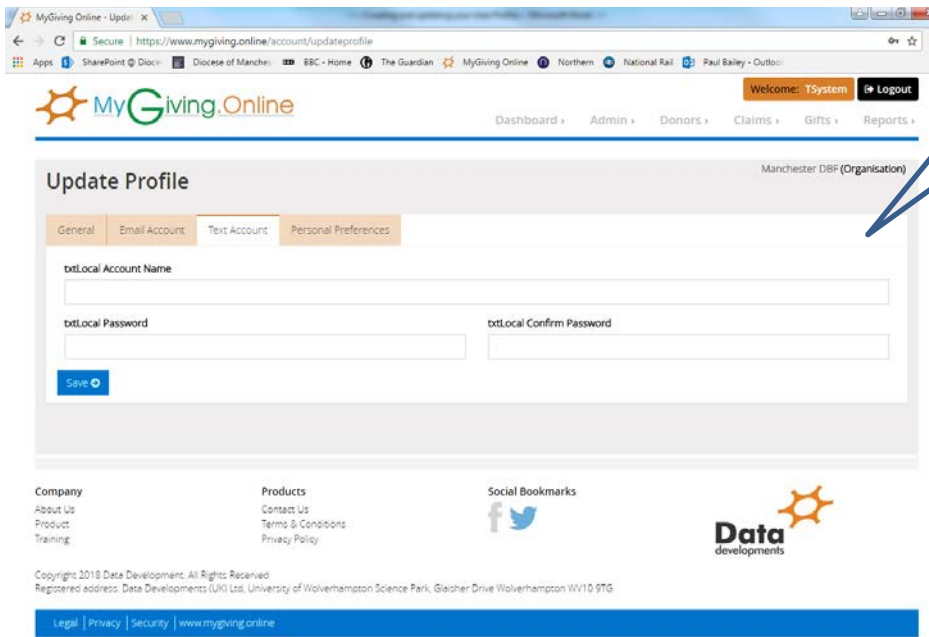
Choose the SMTP option.

Ensure you use the account details for your email address, including: Email Address, Display Name, SMTP Server, ISP User Account Password, and SMTP Port.

Tick the Authenticated option for Authentication Type.

If appropriate for your account, tick the Use SSL Encryption tick box.

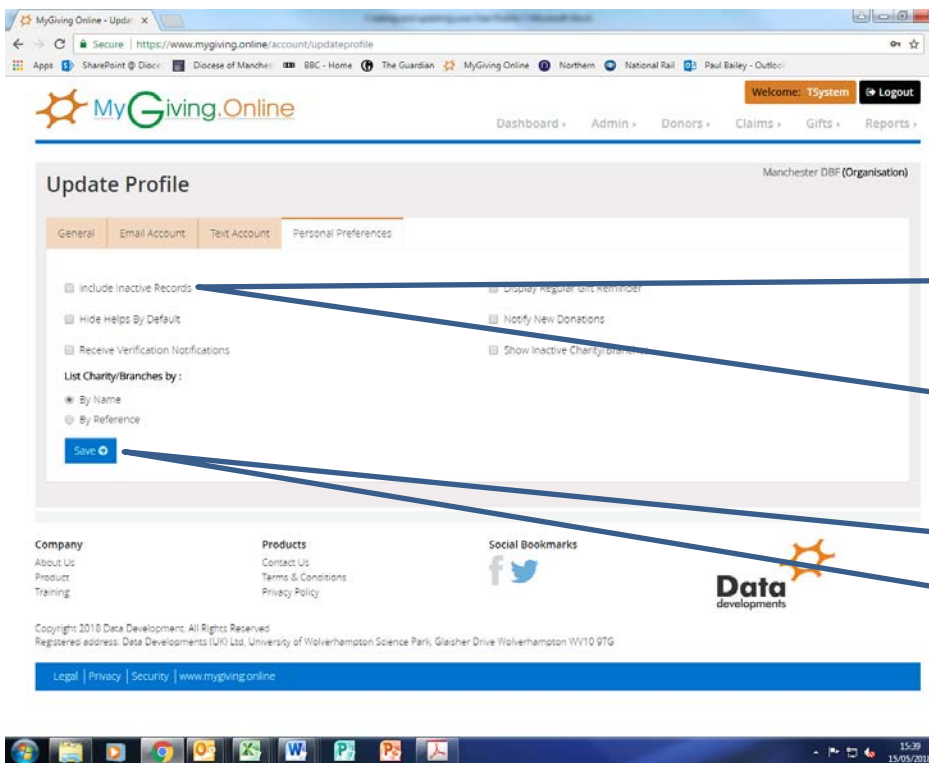
- Step 4



At this stage, please leave the Text Account details blank.



- Step 5



You can set a number of Personal Preferences. For example, you can choose to see your Church's Inactive Records. Don't forget to change to change it back again once you have finished.

Don't forget to click on Save before leaving to save the changes to your Profile.

