

## Updating Your Profile (Membership Directory Entry)

> Once you login, you may update your profile by clicking on "Profile" in the navigation toolbar of your Member Compass<sup>™</sup>. If you are already logged in and not at your Member Compass<sup>™</sup>, you may access your Member Compass<sup>™</sup> either by clicking on your name at the top of the web page or by click on "Member Compass" under "MEMBERSHIP" in the top navigation toolbar.

Catholic Biblica	Association of America About membership meetings	LEUSEBRUS HILBONYNUS € LOGOUT CONTACTUS (	
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Profile  Login & Password  Losout	Welcome to your Member Compass™ This is your own personal area which includes membership information the "status of your omegagement with CB. ("Candidates for membership are presented to the Full members for via at the business meeting during the <i>International Meeting of the CBA</i> .	ote ISS	
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- You may make update your record within the <u>Member Directory</u> by scrolling down and completing the fields as needed.
  - 1. Please note, if you change your name, institution, and or login email address, please send the change(s) to the CBA Office (<u>cba-office@cua.edu</u>).
  - 2. Please note any specializations. These are searchable in the Member Directory (<u>https://www.catholicbiblical.org/members/</u>).
  - 3. Please indicate whether you permit CBA to share your shipping address in mailing list exchanges (e.g., academic publishers, associations such as SBL).
  - 4. Enter your profile information. PLEASE NOTE that the email here is as it will appear in the Member Directory. It does not affect your login email. To change your login email, contact the CBA Office (<u>cba-office@cua.edu</u>).
  - 5. You may have a shipping address separate from your billing address. These do not appear in the Member Directory.
  - 6. You may upload a headshot (300 x 300 is the best size).
  - 7. You may add a brief narrative that will appear in the Member Directory.
  - > IMPORTANT! Be sure to click SAVE (green button in the top right corner)!

See screen shots on the next page (N.B. the sample profile is for Saint Jerome).

## 🕑 Member Compass'

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📜 My Orders	If you need to edit your first name, last name, or the company you work for, please <u>contact us</u> .
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The image below shows how the profile information shows up in the Member Directory (https://www.catholicbiblical.org/members/).



- A. Job Title
- B. Company (i.e. Institution) Note: this may only be changed by the CBA Office (<u>cba-office@cua.edu</u>)
- C. Member Profile
- D. Member Type
- E. Specializations



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