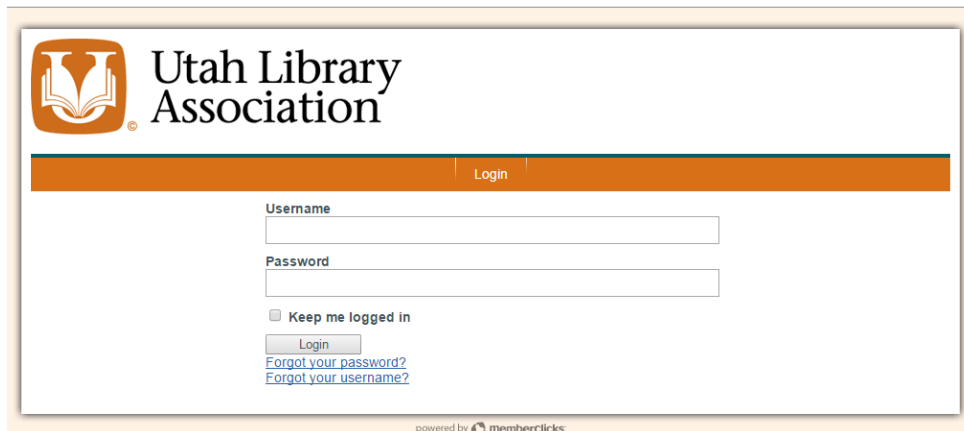



## Updating Your ULA profile on Memberclicks

1. Go to this website to log in: <https://ula.memberclicks.net/login?servId=3458>



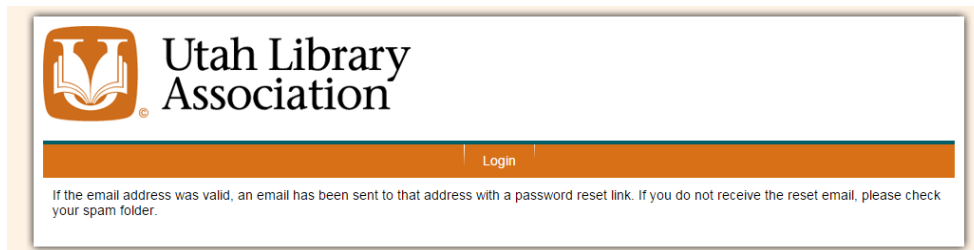
The screenshot shows the Utah Library Association login page. At the top left is the ULA logo and the text "Utah Library Association". Below this is a navigation bar with a "Login" link. The main content area contains a "Username" input field, a "Password" input field, a "Keep me logged in" checkbox, and a "Login" button. There are also two links: "Forgot your password?" and "Forgot your username?". At the bottom, it says "powered by memberclicks".

2a. If you forgot your password, click "Forgot your password?" It will take you to this screen.



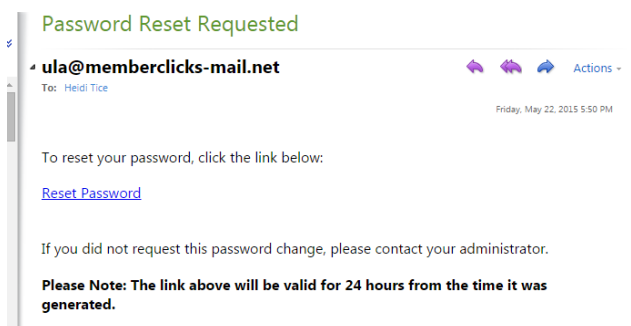
The screenshot shows the "Forgot your password?" page. It features the Utah Library Association logo and name at the top. Below the logo is a navigation bar with a "Login" link. The main content area says "Please enter the email address associated with the account:" followed by an "Email Address:" label and an input field. A "Submit" button is located below the input field. At the bottom, it says "powered by memberclicks".

3a. After entering your email, you'll get this screen:



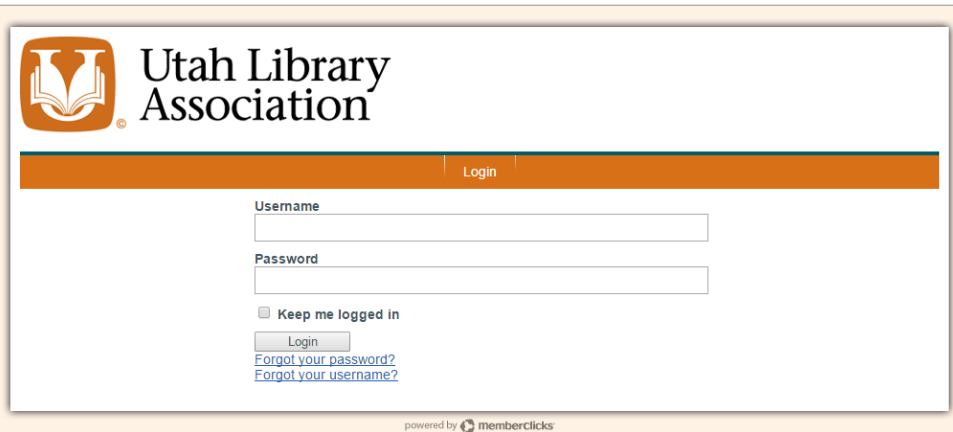
The screenshot shows the password reset confirmation page. It features the Utah Library Association logo and name at the top. Below the logo is a navigation bar with a "Login" link. The main content area contains the text: "If the email address was valid, an email has been sent to that address with a password reset link. If you do not receive the reset email, please check your spam folder." At the bottom, it says "powered by memberclicks".

4a. If the address is valid, you'll get an email like this:

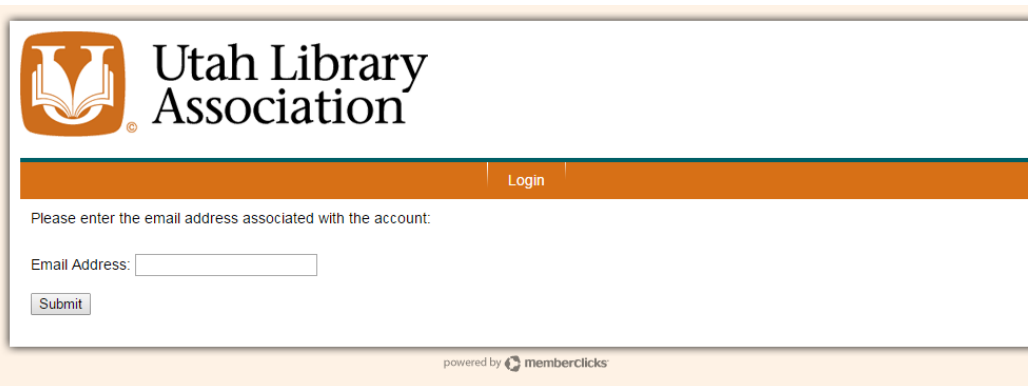


The screenshot shows an email titled "Password Reset Requested" from ula@memberclicks-mail.net. The email body contains the following text: "To reset your password, click the link below:" followed by a blue link "Reset Password". Below this, it says "If you did not request this password change, please contact your administrator." and a bolded "Please Note: The link above will be valid for 24 hours from the time it was generated."

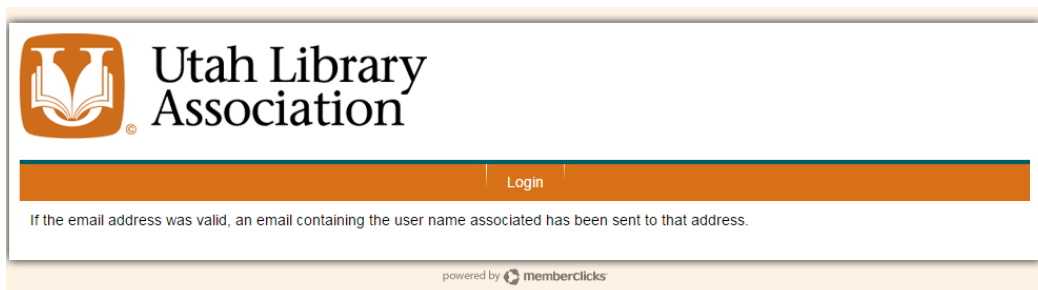
2b. If you forgot your username, you'll go through the same steps (2a - 4a) as if you forgot your password. Click "Forgot your username?"



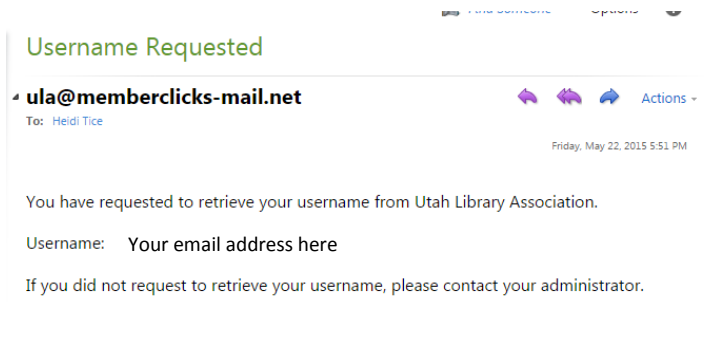
and enter your email address.



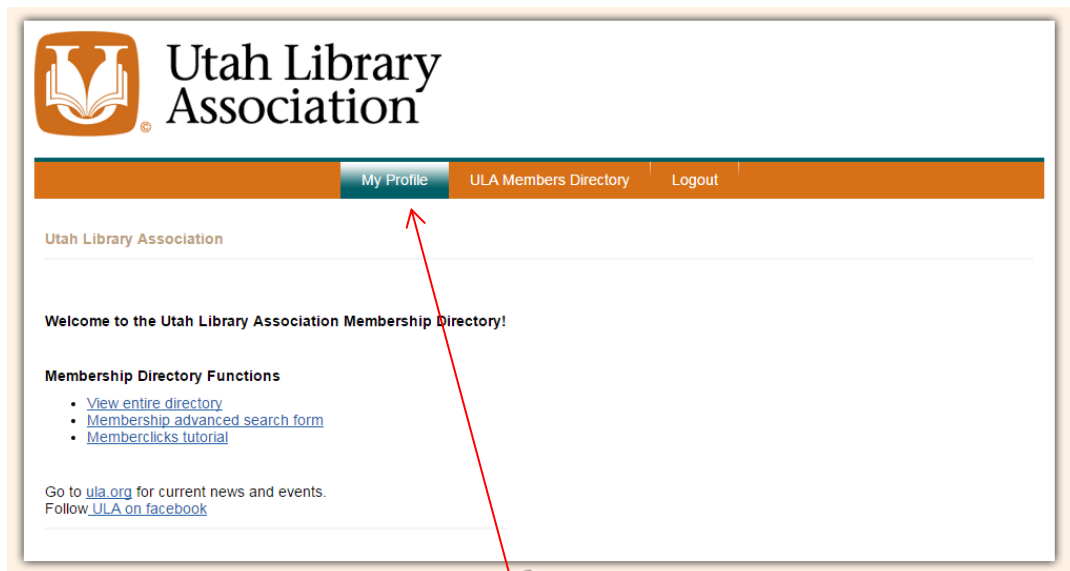
3b. After entering your email, you'll get this screen:



4b. And get an email with your username (which most likely is your email address):

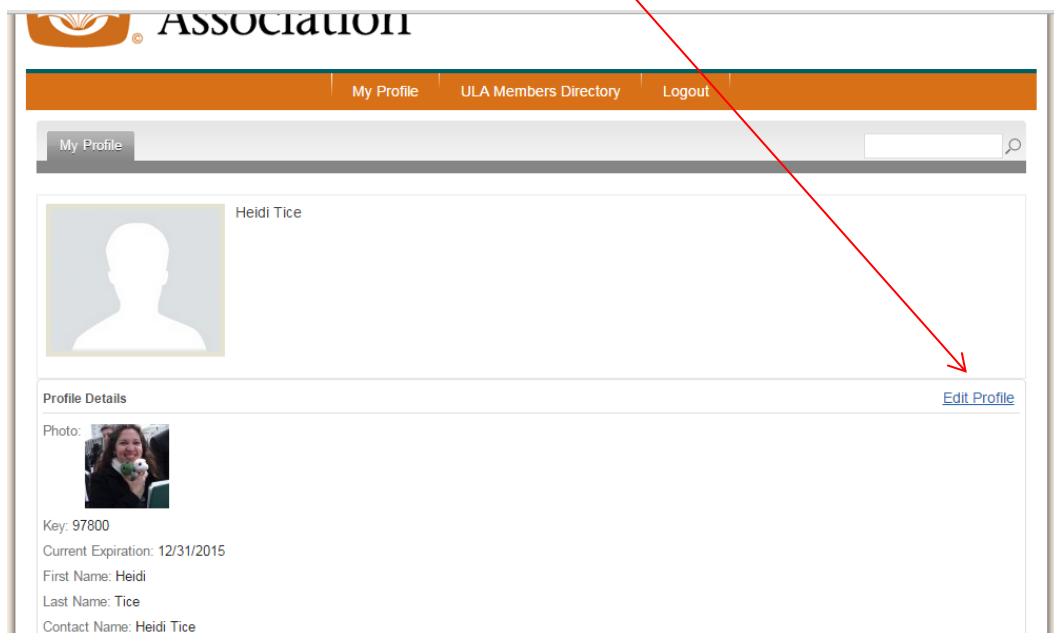


5. When you log in with the correct username and password, you'll come to this screen:



6. To update your profile, click on the My Profile Tab.

7. Your profile will appear. To edit, click the edit link.



8. Within editing, you can upload a photo, add comments, change how your name is displayed, and even change your username.

Change Profile Picture | Edit Profile | Change Password | Save

Hide Profile from Search Results

Private

Photo photo\_19647685\_17160.jpg Upload

Comments

First Name Heidi

Last Name Tice

\*Contact Name Heidi Tice

\*Username \*\*\*\*\*

ULA Office Holder Yes

ULA Title YSRT Chair

9. If you would like to join a roundtable, you can update it on this profile page. These are listed on the lower part of your profile. Select yes from the dropdown box(es) of the roundtable(s) you wish to join. You may join as many roundtables as you like.

NPRT [EMPTY]

RAS [EMPTY]

YSRT No Yes

Group Member

TSRT [EMPTY]

TFRT [EMPTY]

DSRT Yes

When you're finished updating your profile, click Save at the bottom of the page.

Intellectual Freedom No Yes

Outreach No Yes

Category IV No Yes

Fields marked with an asterisk (\*) are required.

Save

Here is a list of the ULA Roundtables (with links to their pages on the ULA website):

Archives, Manuscripts & Special Collections Round Table (AMSC)	Association of College & Research Libraries (ACRL)	Business Round Table (BURT)
Diversity Services Round Table (DSRT)	Genealogy Round Table (GENRT)	Government Documents (GODORT)
Health Round Table (HEART)	Library Administration & Management Round Table (LAMART)	Library Instruction Round Table (LIRT)
Library Paraprofessional & Support Staff Round Table (LPSSRT)	New Perspectives Round Table (NPRT)	Reference and Adult Services Round Table (RASRT)
Service & Technology Training Round Table (START)	Technical Services Round Table (TSRT)	Trustees and Friends Round Table (TAFRT)
Youth Services Round Table (YSRT)		