

# How to Manage your Centre Profile

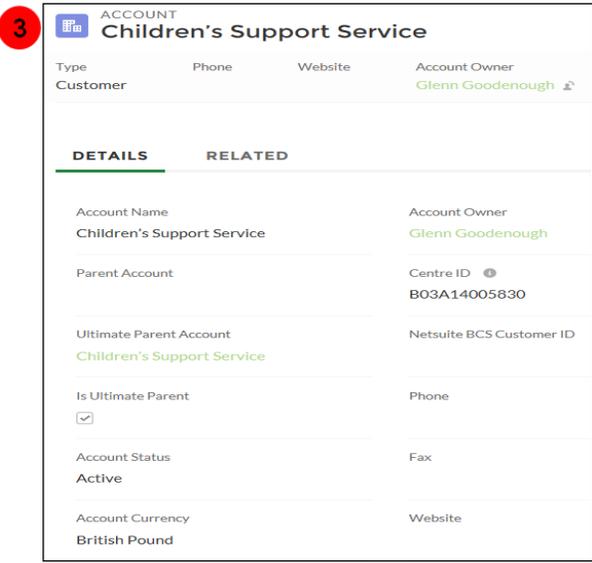
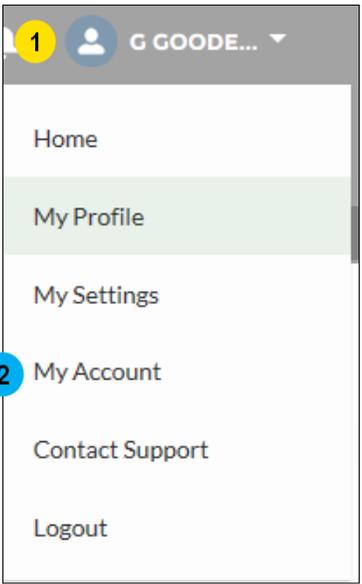
In this guide, we will look at how to manager your Centre Profile, how to update your staff list and how to look at your **'Account'** and **'Profile'**

## How to look at your centre profile

**1** To begin, you will want to click on your **name** at the top right of the screen. This is a drop down which gives you several sections to choose from.

**2** In this instance, we will want to choose the **'My Account'** Section

**3** The **'My Account'** section gives you an overview of your Centre. Please make sure this is updated at all times.

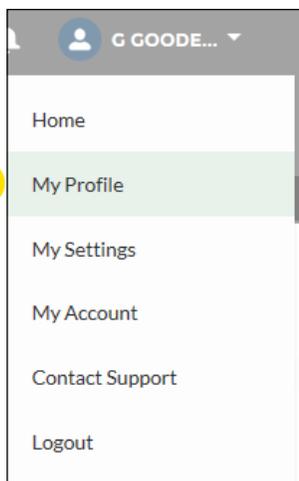


## How to update your staff list

At present, you will have to email BCS to update your staff list. To do this, please email the Accreditation Team on **bcs\_accreditation@bcs.uk** with the staff change. If you're adding a staff member, please include their full name, email address and BCS role.

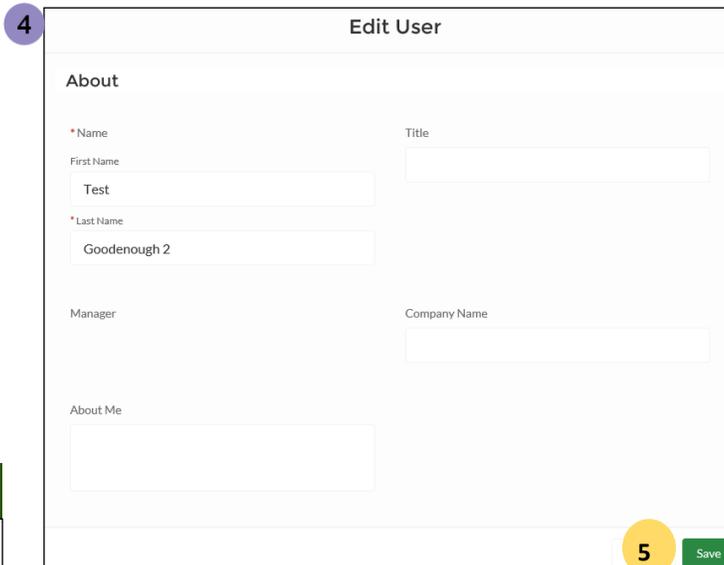
## Your Salesforce Profile

- 1 You have the option to look at your own profile. You do this by clicking on **'My Profile'**



- 2 This is your individual profile.
- 3 You can update this by clicking **'Edit'**

- 4 You're now able to edit sections about yourself regarding name, email address's and About Me.
- 5 Once you've changed the required details, you can click **'Save'**



### Hints & Tips

Please always remember to keep your information up to date as we use this information to get in contact with you regarding your audit.