

# COMPLETE OR EDIT YOUR PROFILE

Digital identity has become a key factor for professionals. A complete and updated profile allows you:

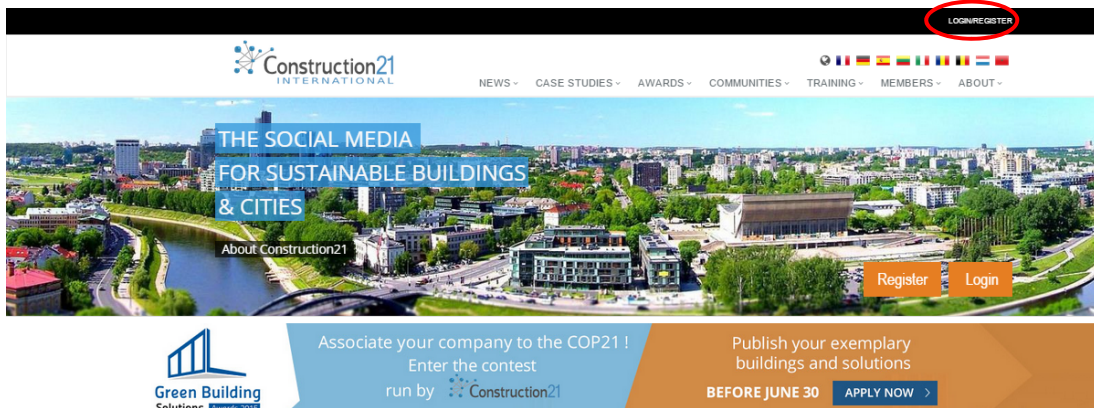
- To receive information focused on your interests,
- To expand your network,
- To increase visibility for you and your company.

On the web, your profile can be your business card and your resume at the same time.

## 1 LOG IN

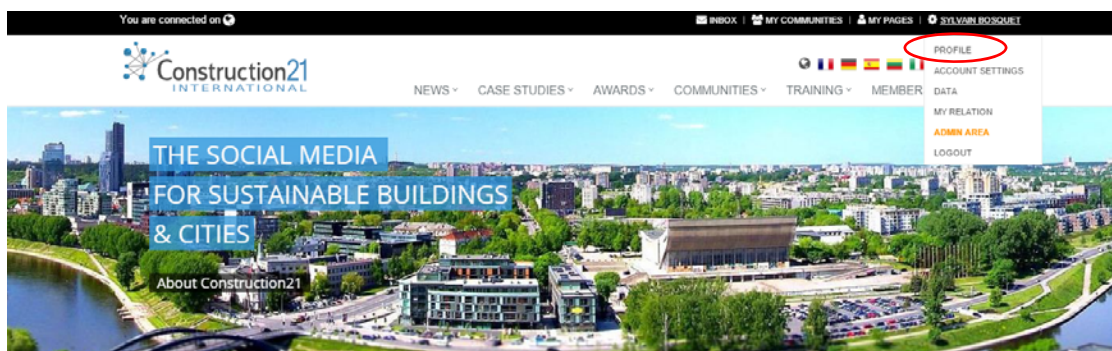
- Go to your Construction21 platform.
- Click on « Login / register » or « Login » on the black toolbar at the top of your screen.
- Type in your personal login (email address) and your password

You don't have an account yet? Follow the instructions of the « How to register » tutorial.



## 2 GO TO « MY PROFILE »

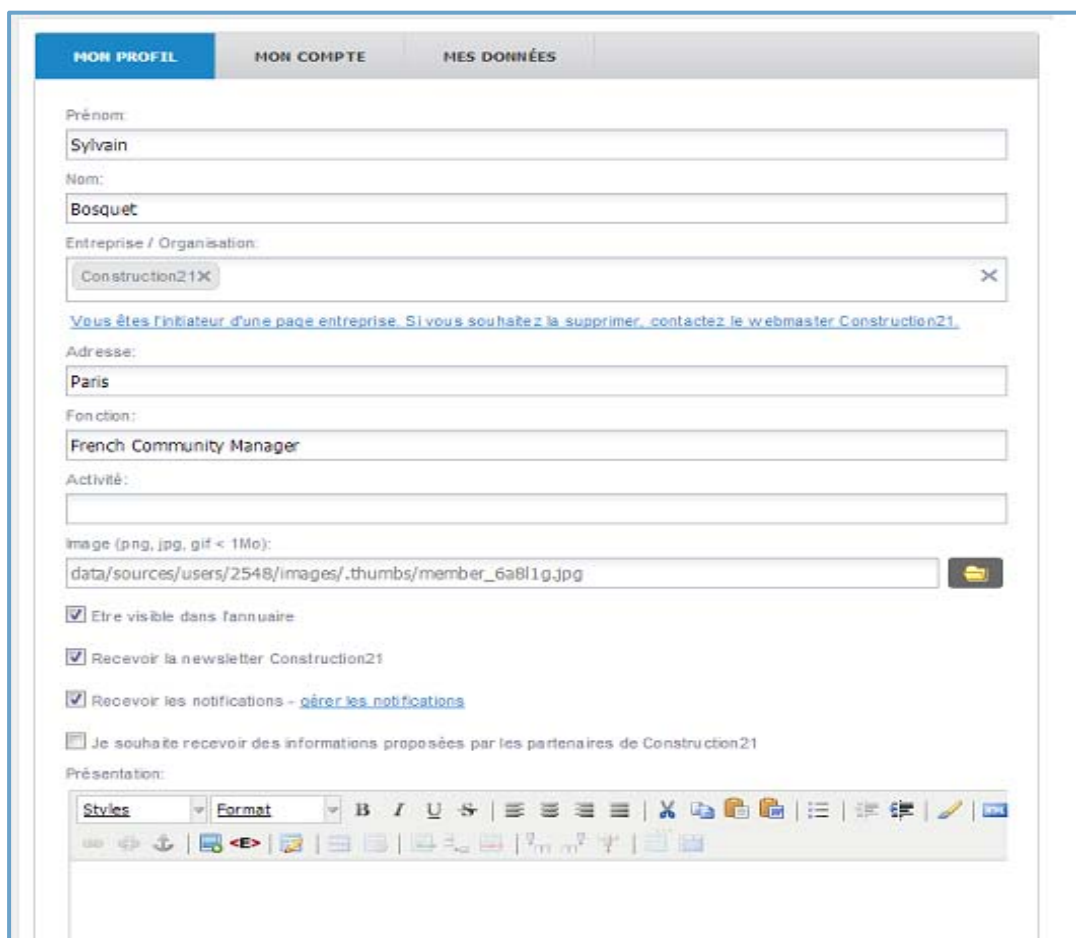
1. Click on your user name at the top left corner of the screen, then select « Profile ».



2. Fill in your first name and last name in the required fields, then upload your picture. Adding a picture to your profile makes it more attractive. By doing so you are already working on the expansion of your professional network.
3. For the « Company/organization » field, type in the first letters of your company name and browse the suggestions. This way you can link your profile to the page dedicated to your

company. If your company didn't have its dedicated page before, the creation of your account initiated one for you automatically. You can complete it afterwards.

4. Type in your function and the kind of activity of your company.
5. Enable or disable the different options at your disposal (notifications, newsletter, and visibility of your profile) and set up the frequency of your notifications for the topics you're interested in.
6. **To set up your notifications**, click on « edit notifications ». You can choose to receive notifications on a daily or a weekly basis (or none), for each type of content: news, case studies, topic related information, shared contents on the communities you follow.  
**By setting up your notifications, you benefit from a customized news watch to keep yourself informed of the latest news on the topics you want.**
7. Save



The screenshot shows a user profile editing interface with the following fields and options:

- MON PROFIL** | MON COMPTE | MES DONNÉES
- Prénom: Sylvain
- Nom: Bosquet
- Entreprise / Organisation: Construction21X
- [Vous êtes l'initiateur d'une page entreprise. Si vous souhaitez la supprimer, contactez le webmaster Construction21.](#)
- Adresse: Paris
- Fonction: French Community Manager
- Activité: (empty field)
- Image (png, jpg, gif < 1Mo): data/sources/users/2548/images/.thumbs/member\_6a811g.jpg
- Etre visible dans l'annuaire
- Recevoir la newsletter Construction21
- Recevoir les notifications - [gérer les notifications](#)
- Je souhaite recevoir des informations proposées par les partenaires de Construction21
- Présentation: (Rich text editor with toolbar)



