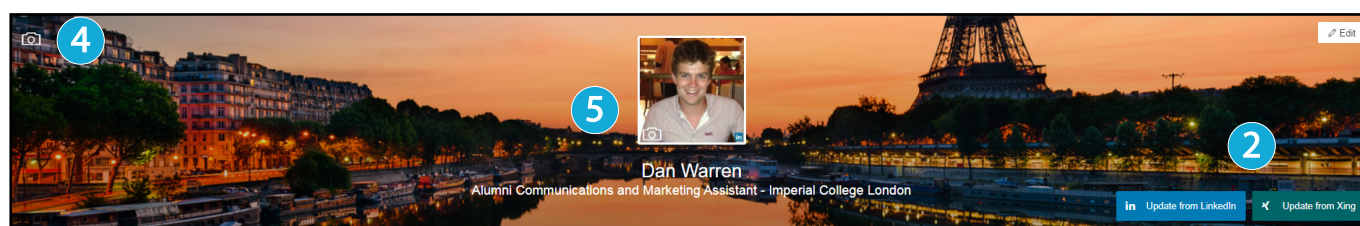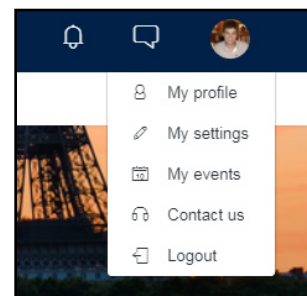## How to edit your profile

1 Navigate to your profile by **clicking My Profile** located underneath your photo or initial on the upper right corner of the screen.

Dan Warren
Alumni Communications and Marketing Assistant - Imperial College London

2 You can **import or update your professional details** from LinkedIn or Xing using the buttons on your cover photo. To **edit your details manually**, use the edit button in the top right of your photo to change your name, role and date of birth, citizenship, your city and your networks and interests.
3
4 To **change your cover photo**, use the camera icon in the top left of your photo. To **change your profile photo**, click the camera icon within your current profile photo.
5

To update your contact details including email, telephone and postal addresses, click the pencil button. You can decide who can see your information by selecting the options from the dropdown menu. This will default to admins only.
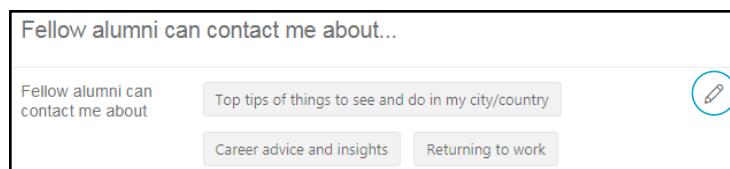
Contact **in**

Email(s)
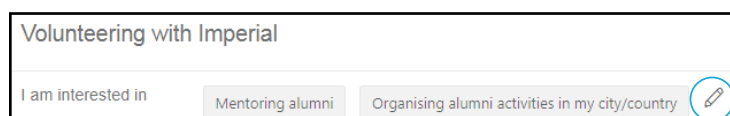
✉ daniel.warren@imperial.ac.uk

You can **amend your contact preferences** and decide how the College contacts you. Choose which types of emails you'd PREFER NOT to receive by clicking the plus sign.
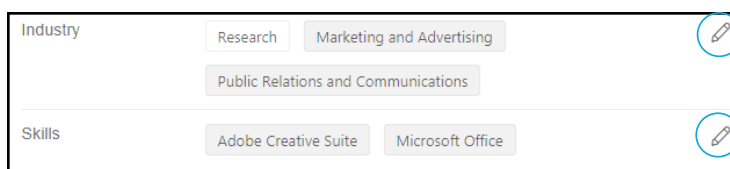
Contact Preferences

If you would prefer not to receive emails from Imperial College London in relation to any of the following areas, please select:

Think you can assist fellow alumni? Let the community know that **you can be contacted** about a wide range of options.

Fellow alumni can contact me about...

Fellow alumni can contact me about

Top tips of things to see and do in my city/country

Career advice and insights   Returning to work

Want to give something back to Imperial? **Select your volunteering interests** here.

Volunteering with Imperial

I am interested in   Mentoring alumni   Organising alumni activities in my city/country

Fill in your industry and skills here. Doing this allows you to find alumni who share the same industries, interests and skills.

Industry   Research   Marketing and Advertising

Public Relations and Communications

Skills   Adobe Creative Suite   Microsoft Office

If you need more help, please contact the Alumni Relations Office at **alumni@imperial.ac.uk** or call **+44 (0)207 594 6138**

How to edit your profile

Your **Imperial College London education** will be prepopulated. If you received more than one degree from Imperial, they will appear here. If you notice something is incorrect or would like to amend this information, please do get in touch with us using the details below.

If you imported or updated your job information from LinkedIn or Xing, it will appear here. You can also **add a job role** by clicking the plus icon or **edit an existing one** by clicking the pencil icon.

If you are using a public computer, please make sure to **logout of your account** before closing your browser.

Imperial College Education 1

Degree 1	Mechanical Engineering	🔒
Department 1	Mechanical Engineering	🔒
Faculty or School 1	Engineering	🔒
Class of 1	2015	🔒

Job Title ⊕

Alumni Communications and Marketing Assistant ✎
Imperial College London
London, GB   Oct 2016 - Present

☐
👤 My profile
✎ My settings
📅 Events attended
🎧 Contact us
⤶ Logout