



## First Time Login; Setting Up Your Profile

1. Open [connect.csae.org](https://connect.csae.org) in your browser
2. Click on **Forgot Password**
3. Enter your email address on the next screen and click on request **New Password**
4. Follow the instructions for **changing your password** contained in the email you are sent
5. **Login** with your email address and your newly created password
6. Click on **Profile**, then update the data on the screen.
  - a. Upload a **Profile Picture**.
  - b. Create a **User Name**. You can use it or your email address for logging in.
  - c. Be sure to enter your correct **Time Zone**.
  - d. For **Profile Type**, select **Person** from the drop-down menu NOT Company.
  - e. Enter a short **Bio** so other users know who you are.
  - f. Click on **Notification** and select how often you want to be notified when someone posts to the community and whether or not you wish to receive notices when you are mentioned in a post or when messages sent to you or when you are mentioned in a post.
  - g. Click on **Update Profile** at the bottom of the page.\
  - h. Click on **Back to Profile**, scroll down and enter your **Skills, Education, or Work Experience**.
7. Download the Users Guide from the post in the Dashboard.
8. Start engaging with your CSAE friends\
  - a. Comment on others' posts.
  - b. Add interesting events, articles and news.
  - c. Ask questions and spark discussions.