#### Finding the website

- 1. Start a web browser (e.g., Internet Explorer)
- 2. Type <a href="http://www.eu-connections.org">http://www.eu-connections.org</a> in the address box

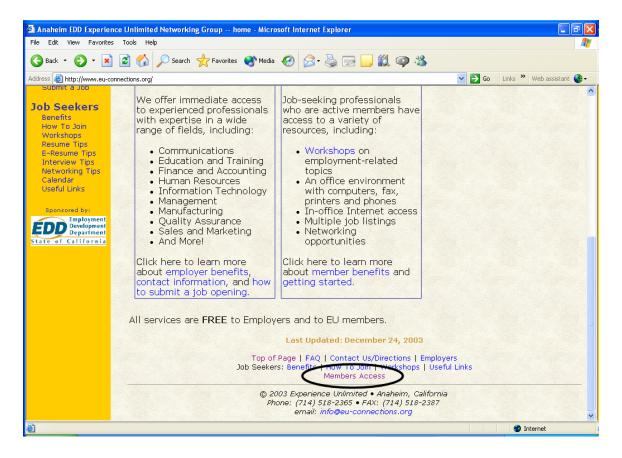


3. Hit "Enter".



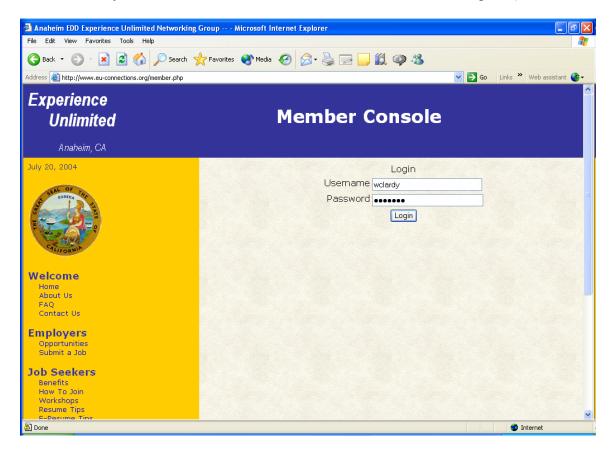
### Logging in to the Members section

- 1. Scroll down to the bottom of the page
- 2. Double-click on "Members Access" at the bottom of the screen.

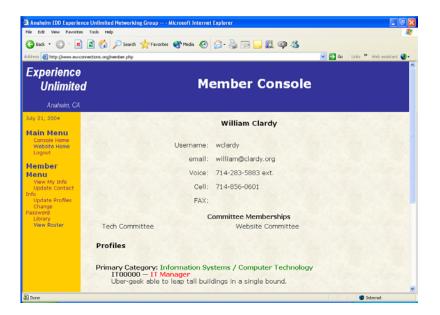


3. At the login screen, type in your username and password

(By default, the username and password will be the member's first initial followed by the member's last name, all in lower case and with no spaces)

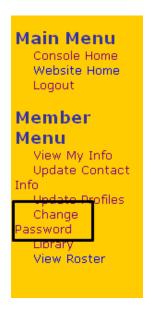


4. Click on the "Login" button.



#### Changing your password

1. Double-click on the "Change Password" link in the Member Menu on the left side of the web page:



2. Type your old password in the first box (labeled "Type old password"), then type your desired password into the second and third boxes (the double entry is to preclude typing errors):



3. Click on the "Change password" button

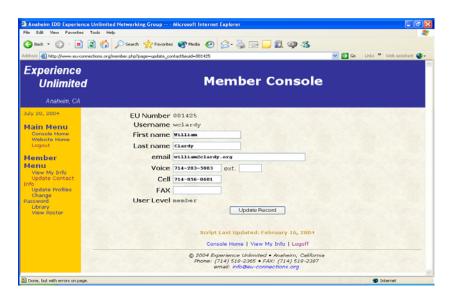


### **Updating your contact information**

1. Double-click on the "Update Contact Info" link in the Member Menu on the left side of the web page:



2. Make any changes or corrections in the appropriate fields. Keep in mind that this information is what other Experience Unlimited members will use to contact you via email and telephone.

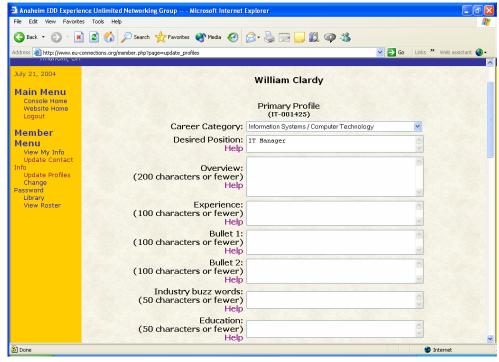


3. Click on the "Update Record" button.

### **Updating your mini-profile**

1. Double-click on the "Update Profiles" link in the Member Menu on the left side of the web page:

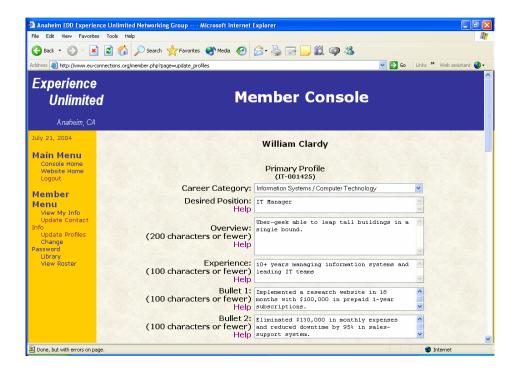




2. Ensure that you have selected the career category you want to be listed under. While members can have up to 3 mini-profiles, you can not have more than one mini-profile per career category.



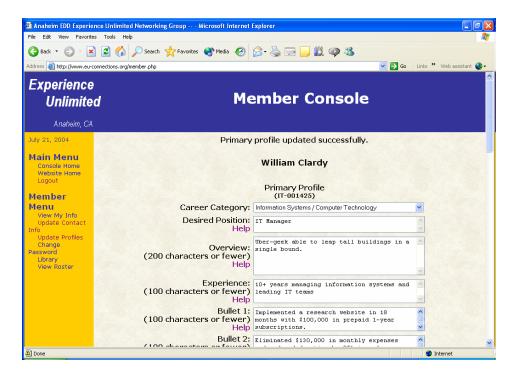
3. Fill out the text boxes as appropriate (see the EU Profile Format handout for overall guidance):



4. After carefully proofreading your mini-profile, click on the "Update Profile" button at the bottom of the profile you are updating or adding.



5. The server will confirm which profile you updated.



6. Every time you update or add a mini-profile, it will not be made searchable until it has been reviewed for grammatical and syntactic errors as well as appropriately professional language. The reviewer will not make any corrections, but you will be notified by email if errors or inappropriate language is found. Making necessary corrections will be your responsibility.

#### **Contacting other Anaheim Experience Unlimited Members**

If you need to contact another EU member, a copy of the membership roster is available in the Members' section of the website. Member phone numbers, email addresses, and primary desired position are listed, and the list is sorted alphabetically according to the members' last names.

