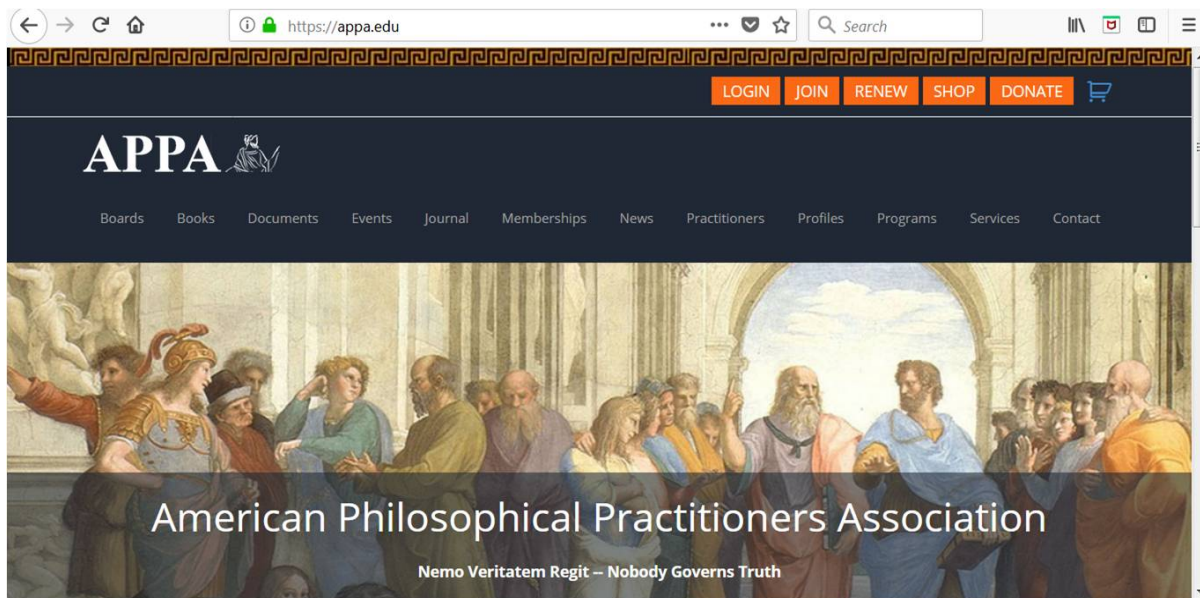
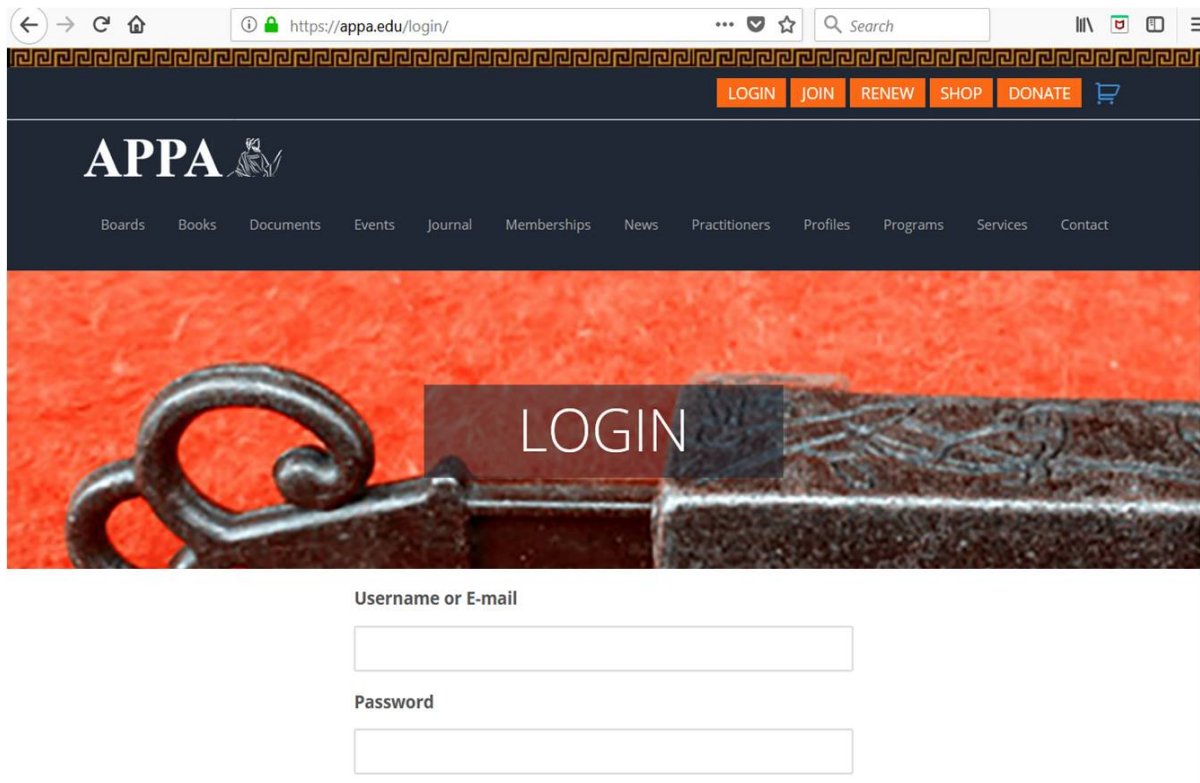


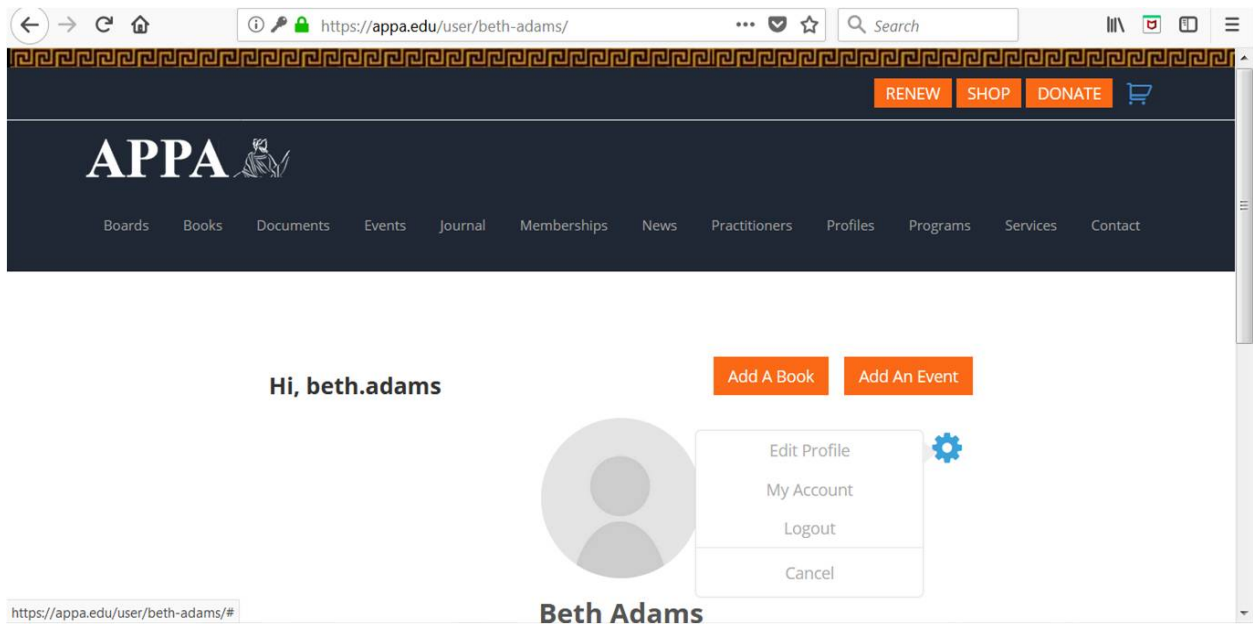
Here are the steps to creating your profile, with screen shots to illustrate each step.



1. Go to APPA's home page at <https://appa.edu>
Click on the orange <LOGIN> button, upper right.



2. You will be taken to the login page, where you enter your Username and Password.
(If you have forgotten either of these, we can resend them to you.)



3. Then you will be taken to your personal user page, where you can add your books to our bookstore and/or add events to our calendar. You should see a gray gear under the <ADD AN EVENT> button, and the gear turns blue when you click or hover on it.

When blue, the gear reveals a menu that allows you to

- Edit your profile
- Edit your account
- Logout

4. Choose "Edit Profile" and you'll be taken to a page where you have many options in creating or updating your profile, including uploading your photo. You **MUST** upload a photo to make your profile visible on the site.

If you cannot see on your computer screen what these (attached) screen shots are showing, then we suggest that you clear your browser's cache, or use google chrome, or get help from a friend who is familiar with web 2.0 social media platforms.

We look forward to seeing your Profile on APPA's new site!