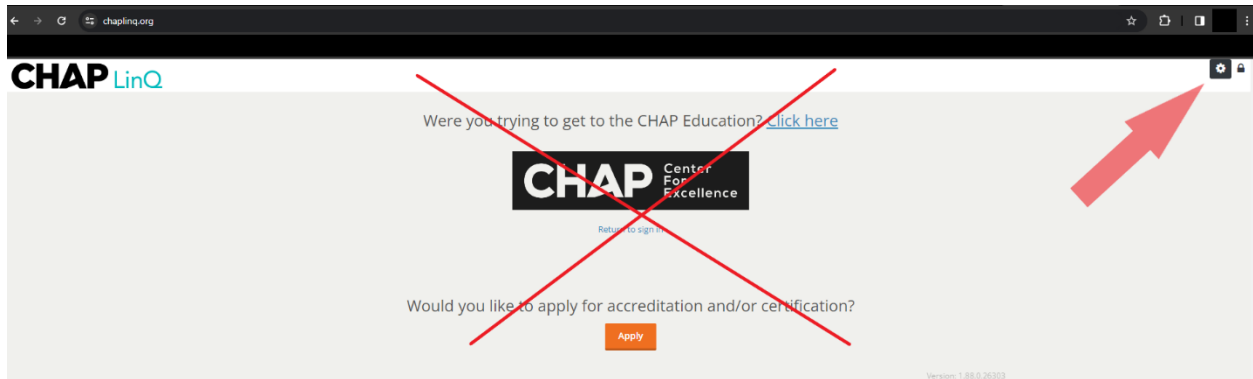


Account Update Instructions:

To make updates to your CHAP Education account, you will log into the CHAPLinQ portal and change your account information:

<https://chapling.org/Account/SignIn?ReturnUrl=%2f>



Click on the Gear (settings) in the top right corner.

A screenshot of the 'My Account' settings page. At the top, there are three tabs: 'MY ACCOUNT' (selected), 'CHANGE PASSWORD', and 'ORGANIZATION USERS'. The main heading is 'My Account'. Below this, there are several input fields for user information: 'User Name:', 'First Name:', 'Last Name:', 'Title:', 'Email:', and 'Phone'. The phone field includes a dropdown for the country code, currently set to '+ 1'. A blue 'Save Changes' button is located at the bottom right of the form. At the very bottom of the page, there is a 'Back to home' link.

Once here, you can change First or Last Name, Title, Email, and/or Phone Number.

Changes will be reflected in your CHAP Education account after you log back into the site.