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.

2. 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.

3. 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.

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.

   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.

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

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

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

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.

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