

How to Edit my Profile in Members Only

All TLA members' profile information can be edited from the My Profile page in members only. Please login to your account using the primary email address you use for TLA and your password. If you need help resetting your password, please refer to the "[Logging in to Members Only/TLA Engage for the first time](#)" directions.

1. Log in to your TLA account
2. Click on the link on the left-hand side that says "Edit My Profile"

The screenshot shows the TLA (Texas Library Association) website interface. At the top left is the TLA logo. To the right are navigation links: My Profile, TLA Engage, Event Registration, and Store. Below this is a blue header with the text "My Profile" and a sub-header "View your latest notifications and snapshots of your profile." On the left is a sidebar menu with options: My Profile, Edit My Profile (highlighted in yellow), Security & Login, Organization/Company, My Unit Affiliations, My Orders, and My Registrations. The main content area shows a user profile for Michele Chan Santos, Marketing Specialist. Below the profile name is a section titled "Personal" with a summary of personal contact information. A table lists the following details:

Full Name	Michele Chan Santos
Title	Marketing Specialist
Work Phone	512/328-1518

3. Make edits to your contact information
4. Click the "Save" blue button at the bottom
5. To edit your TLA membership or TLA units, you must contact the TLA office directly at 512-328-1518 or txla@txla.org