

## How to Update Your TLA Engage Profile

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- **1** Login to TLA Engage with your primary TLA email address and current password.
  - Tip! There are three places you can click to quickly adjust your profile settings. See the three options below.
- 2 Option 1: Click the small circle in the top right corner that has a gray avatar or your old profile picture. Then click "Profile".



**3** Option 2: Click your large profile picture or gray avatar



4 Option 3: Use the "Customize My Profile" Quick Link on the right hand side navigation bar.

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A*Engage Home Communitie	s Y Directory Events Member Home (Admin)	(Q	Create 🝷
		Ŧ	Quick Links
	TLA App 2025		Customize My Profile
	Kelly Mantay in 2025 Conference Planning Committee Commi about 2 hours ago	unity	5 Update My Privacy Settings
Christy Reynolds	Discussion		Adjust My Community
Info and Member Manager at Texas Library Association	Good morning, CPC 2025, I hope you all are doing well. Maybe even starting conference packing list!? (Ok, maybe that's just me). I am happy to share the app is now in the app store show more	g your e TLA 2025	i FAQ/Help
Profile Completeness 10%	رغ Like	1 Reply	TLA Homepage

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6

To edit each field or your Profile, click the small gray Pencil button next to each block of data.



Make your edits and then click the blue Save button to finalize changes.

TLA Engage Home Communitie	dit Bio	Create -
	Christy Reynolds is the Information and Membership Manager for the Texas Library Association. She's a native Texan and has been living in Austin for over ten years. This is her fourth year at TLAI	y Inbox Admin
Actions ~	p a	: Library Association. She's a native
Texas Library Association 124 Main St Garland, TX	Education +Ad Job History	/ + Add

7 Edit each section, being sure to save after each one has been changed. Sections include: Bio, Education, Job History, Professional Associations, Social Links and Contact Details.



8 To edit or add a profile picture, click on Actions below the circle profile avatar





**10** Find the new picture file from your files and click Upload.

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Actions ~		
Contact Details		sociation. She's a native
Texas Library Association	Select Files to Upload	
124 Main St Garland, TX	or Drag and Drop, Copy and Paste Files	+ Add
Mobile: 512/328-1518		
Q		
Social Links		mmunity
Link to other social media	February 2017 - June 2019	
Add v		

**11** To add social media links to your TLA Engage profile, click the blue Add button and then add the URL of each of your social media accounts. Click Save after each one you add.

	My Profile My Connections ~ My Con	tributions 🗸	My Account ~ My Inbox Admin	
Actions ~	Bio 📝			
Contact Details	Christy Reynolds is the Information and M Texan and has been living in Austin for ove	embership Ma er ten years. T	anager for the Texas Library Association. Sh This is her fourth year at TLA!	ne's a nat
Texas Library Association 124 Main St Garland, TX	Education	+ Add	Job History	+
Mobile: 512/328-1518 christyr@txla.org	University of Texas Austin, Texas, United States Bachelor Arts, 2015		Texas Library Association March 2021 - present	
Social Links	Cultural Anthropology, Women and Gende 2010 To 2015	r Studies	Texas Family, Career and Community Leaders of America Austin, TX, United States	
Link to other social media	Professional Associations	+ Add	February 2017 - June 2019	
Add ~ in Link to your profile on LinkedIn®	Texas Society of Association Executives resent	/		
Link to your profile on Facebook	Management Institute			

For questions regarding TLA Engage, contact tla@txla.org