

GETTING STARTED

SET UP

- Access TLA Engage
- Click, **Sign in** and enter your TLA email address.

CREATE PASSWORD

- Click, **Can't access your account**
- Create a password through the email sent to your inbox.

SIGN IN

- Access TLA Engage
- Click, **Sign In**
- Enter email address and newly created password

TERMS AND CONDITIONS

- Accept the terms and conditions to proceed
- These can be viewed at any time

SET UP PROFILE

CONFIRM

- Check name spelling
- Ensure Communities match your TLA Unit or Committees

ACCESS PROFILE

- Click, the icon in the top right corner that says **Upload a photo**
- Click, **Profile**

UPLOAD A PICTURE

- Click, **Actions** drop-down button on the right side
- Click, **Change Picture**

UPDATE BIO

- Click the pencil button next to the word Bio
- Enter bio info and click **Save**