

# MYBGCA

## EDITING ACCOUNT GUIDE

Please use the following guide when updating your account within the MyBGCA Portal.

After logging into the My**BGCA** portal, click on the round icon with you initials. Within that menu will be options to edit your profile. Select edit profile and make any changes necessary:

- First name
- Middle name
- Last name
- Salutation
- Suffix
- Gender
- Ethnicity
- Birthdate
- Education
- Phone number
- Fax
- Affiliation
- Position
- *Professional category*
- Title
- Time spent at club
- Date entered movement
- Time zone

### **Note:**

Your email address is the identity in our system. Microsoft does not allow for it to be edited. We recommend using personal email addresses and not ones using a position or organization.

### **Organization/Site**

If you desire to change your organization, please use the menu at the top of the page, using the **Organization/Sites** button.

### **Password reset**

Should you wish to edit your account password, click on the option – **Change Password** from the top navigation. You will be required to enter your old password and then the new one.

For account support, please reach out to your CEO or HR person.