WEXCHANGE LOGIN AND PROFILE UPDATES

Visit the new WexChange here: https://www.wexnerfoundation.org/app/login

If this is your first time visiting the new site, click Forgot Password to reset your credentials. You can also login using your social accounts. Otherwise, enter your username and password.

Once you've logged in, view the top of the blue bar and click **MY PROFILE**.
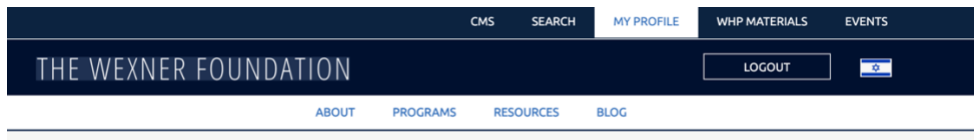
Then you'll see **EDIT PROFILE** in the lighter blue box where you can update your data.

Welcome to your new profile! Here you can edit your name, add your pronouns, keep your bio up-to-date (see screenshot below) and add information to your profile to help other network members find you.

New profile items are highlighted below. If you do not fill out data under these sections, they won't be visible on your profile for others to see.

List your nickname or pronouns.	**DR.** **TEST FIRST NAME TEST LAST NAME** DENVER, COLORADO, UNITED STATES Preferred Name — Nickname Here Pronouns — She/Hers
Live in the suburbs? Select your closest major city.	Closest Major City [Select]
Enter any social platforms where you'd like to connect with others.	**CONTACT**
Select your profession to narrow down your line of work. *You can select multiple options.*	Profession [Select profession]
Include your denomination and add links to your portfolio to show others what you've been up to.	**SYNAGOGUE / COMMUNITY / KEHILLAH** Temple Israel Denomination Description (if applicable) [Reform] **PORTFOLIO** Add links to any published articles, lectures, sermons or videos you are featured in. Title Anatomy of a Jewish Leader Podcast Paste the URL here https://podcasts.apple.com/us/podcast/anatomy-of-a-jewish-leader/id1550883368 ADD ANOTHER
The final section allows you to determine what information you'd like to share publicly.	**BASIC INFORMATION** Relationship Status [Married] Allow WexChange Members to see your relationship status? ○ No, keep private ● Yes, make public Partner's Name [Spouse 1] Allow WexChange Members to see your partner's name? ○ No, keep private ● Yes, make public Birthday [Oct] [6] [1971] Allow WexChange Members to see your birthday? ● No, keep private ○ Yes, make public SAVE PROFILE

Click the second tab on your profile, **LEADERSHIP**, to enter any committee, board or other volunteer commitments.	

Remember to click **SAVE PROFILE** to save the updates you've made.

Ready to find others? Click **SEARCH** at the top of the page.

In the search bar enter Alumni, Fellow and Member names or program info (i.e., WHP Montreal 17, etc.)

To narrow down your search, click the arrow next to Filter and choose exactly what you'd like to see in your search. Click **APPLY FILTER** when you're ready to search.

To do a new search, click **CLEAR FILTER** or click **SEARCH** at the top of the page. Data will be limited for the new items (highlighted in the profile page section) until Alumni, Fellows and Members add their information.

Once you run a search, you can also export the data.

Any questions? Feedback about functionality or searching? Contact Becca Thomas, bthomas@wexner.net.