

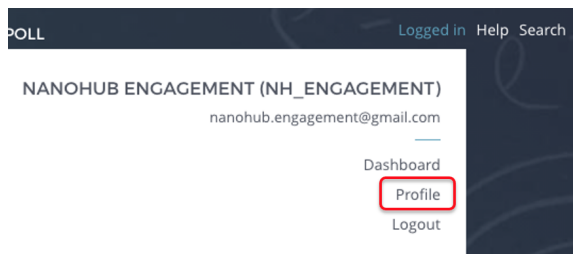
Updating your nanoHUB profile

Updating your nanoHUB account with a profile photograph and a short biographical statement gives a more professional feel to your nanoHUB presence. If you publish a resource in nanoHUB, the resource will link to your nanoHUB profile. Your nanoHUB profile also controls what information you share with other nanoHUB users, what information you share with nanoHUB, whether you will be able to run certain nanoHUB tools, communicate easily with others in nanoHUB groups, and be able to receive the nanoHUB newsletter and notifications about upcoming webinars and other events.

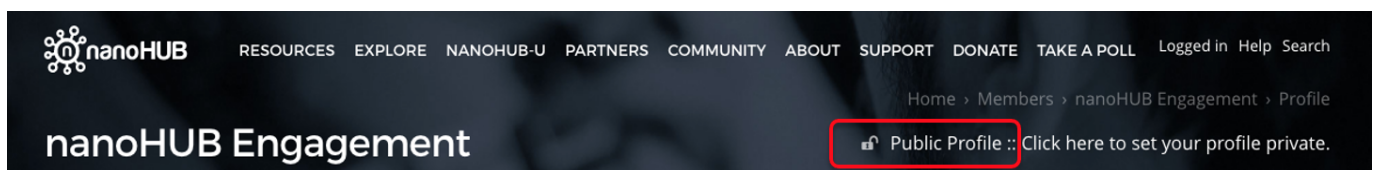
This document goes over the steps to update the different sections of your nanoHUB profile.

1 Access your profile page

- Log in to nanoHUB (<https://nanohub.org/>)
- Hover over "Logged In" in the upper right corner and select "profile"



2 Set the privacy setting of your profile



You can toggle between public and private settings by clicking on the lock.

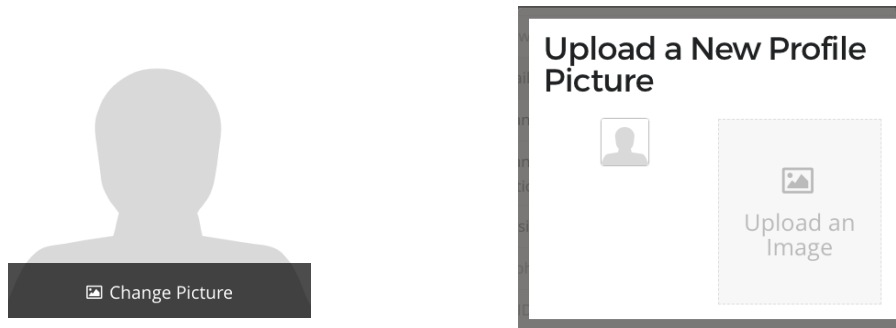
- Open lock is public
- Closed lock is private

We recommend setting your profile to be public. With a public profile, you still have control over the privacy settings of each individual field, and can keep many of those fields private. Sharing a few limited items creates a professional presence in nanoHUB.

If you have a private profile, other users will not be able to find you in nanoHUB or see any parts of your profile. They will not be able to tell whether you are an authentic user. If your profile is private, you will not have access to some nanoHUB resources.

3 Upload your profile photograph

- Click on the button to “Change Picture” which will open a window where you can upload a profile picture from your computer. A photograph with a square aspect ratio works well, but there is flexibility on the shape.



4 Complete the profile fields and select their privacy settings

Consider making the following fields public:

- Organization
- Organization/ Position type
- Website (if you have a research website or Linked-In profile)
- Biography

For students, the biography should state where you are attending school, what your major is, and what your research project and interests are. A short bio of about 4-7 lines works well.

For professionals, say something about your work and research interests. In addition to a short statement in nanoHUB, you can include a link to your professional web page.

You can additionally include a link to your Linked-In profile, or other social media accounts.

Privacy Settings for each field

- Click to toggle the lock for each section. Open lock means shared, closed lock means private.
 - Check whether there is any information being displayed that you may want to "turn off" or make private.
- Save each item

Select what nanoHUB communications you would like

In order to receive notices about nanoHUB webinars, tutorials, events and the nanoHUB newsletter, you must select “Yes” for “Updates and News”.



“Personalized Communication by Interest” would include messages about resources that might be of interest to you based on your responses to nanoHUB surveys, interests, and recommendations based on your use of nanoHUB tools and other resources.

You can change each of these nanoHUB communication preferences by clicking the EDIT link.

Personalized Communication by Interest	Yes, I would like to receive personalized communications	EDIT
Updates and News	Yes, I would like to receive notices about nanoHUB webinars and events and the nanoHUB newsletter	EDIT