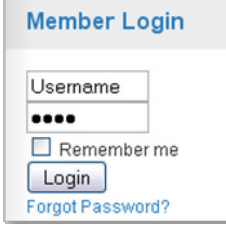
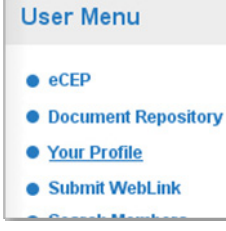
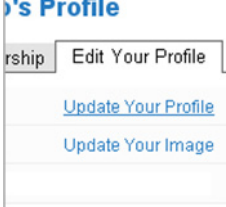
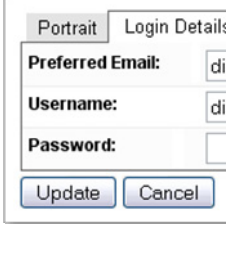


Updating your details online

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|  <p>The screenshot shows the 'Member Login' section. It includes a 'Username' input field with four dots, a password field with four dots, a 'Remember me' checkbox, a 'Login' button, and a 'Forgot Password?' link.</p> | <ul style="list-style-type: none">• Visit the RACMA home page at www.racma.edu.au• Enter your username and password to log into the RACMA site• If you don't have your login details utilize the username/password recovery system by selecting the <i>Forgot Password</i> link and follow the prompts, alternatively contact the Secretariat on +61 3 9824 4699 |
|  <p>The screenshot shows the 'User Menu' section. It lists several menu items: 'eCEP', 'Document Repository', 'Your Profile' (highlighted with a blue dot), and 'Submit WebLink'.</p> | <ul style="list-style-type: none">• Once you are logged in, a user menu will appear left of screen• Select the menu item <i>Your Profile</i> from the user menu• This will allow you to view and edit details to ensure the College has your most up to date details |
|  <p>The screenshot shows the 'User's Profile' page. It has tabs for 'Membership' and 'Edit Your Profile'. Under 'Edit Your Profile', there are links for 'Update Your Profile' and 'Update Your Image'.</p> | <ul style="list-style-type: none">• Select the tab <i>Edit Your Profile</i> and click the link <i>Update Your Profile</i>• Scroll through each tab and update your details at will• The College would appreciate if you would enter a short bio, this field can be found under the <i>Profile</i> tab |
|  <p>The screenshot shows the 'Profile Update' form. It has tabs for 'Portrait' and 'Login Details'. The 'Login Details' tab is active, showing fields for 'Preferred Email:', 'Username:', and 'Password:'. There are 'Update' and 'Cancel' buttons at the bottom.</p> | <ul style="list-style-type: none">• To save any changes you have made ensure you click on the <i>Update</i> button• Similarly if wish to cancel any edits click the <i>Cancel</i> button• If you require any assistance don't hesitate to contact the College Secretariat on +61 3 9824 4699 or email Dino DeFazio on dinodefazio@racma.edu.au |