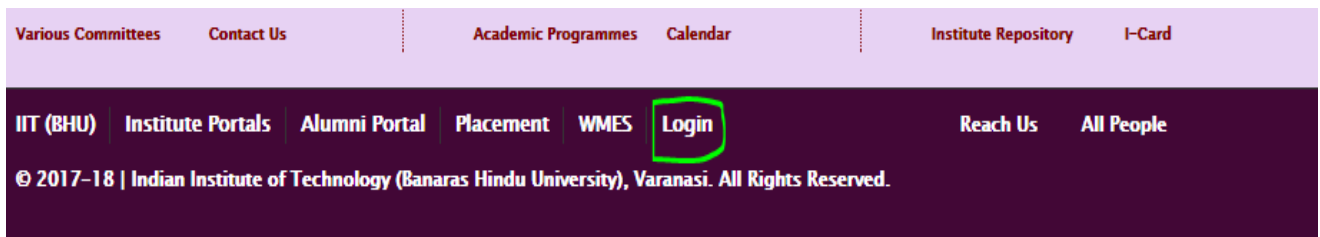


Go at login page <https://iitbhu.ac.in/user/login>

You can update your profile yourself after logging in on the new website. Login link is given in the bottom of each page of website –



We have already shared user id and password for all the members and you should refer guideline before your profile update – <https://iitbhu.ac.in/cf/cu/website/guidelines>

After login, a user can click on My Account as shown below –



This will give option to Edit your profile and update it. Click on the Edit button.



On edit page we have option to delete/upload “Picture” and edit other fields in profile such as email, area of interest, phone etc.

You can add tabs to your profile as illustrated below –

Profile\_tabs

**Tab 1 Title**

About Me 1

Enter title for the Tab 1

**Tab 1 Body**

Styles Normal ? Font Size [Icons]

[Icons]

[Icons]

[Icons]

This goes in the body part of tab. It can contain your information such as basic introduction informations such as date of birth etc...

2

body p

[Switch to plain text editor](#)

**Text format** Full HTML [More information about text formats ?](#)

- Web page addresses and e-mail addresses turn into links automatically.
- Lines and paragraphs break automatically.

Enter body for the Tab 1

**Add one more in Profile\_tabs** 3

**Save** 4


1) – **Tab title** – We have tagged it - **About me**. You can give a relevant title according to the profile entry you are going to make in step 2).

2) – **Tab detail** - Provide details here. You have already given heading for this section in step 1).

3) – **Click on Add one more in Profile\_tabs button**, if you want to add more tabs to your profile. This time it will create Tab 2 Title and Tab 2 Body.

You can keep repeating step 1), 2) and 3) to create new Tab Title and Tab Body to cover all sections for your profile. You can create maximum 10 tabs in your profile.

4) – **Finally, click on save button** to reflect all the changes in your profile.

If you don't save, changes made will not reflect in your profile, so  it.