

# Northern California Psychiatric Society

A District Branch of the American Psychiatric Association

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## NCPS ONLINE COMMUNITY

### Updating/Changing Your Profile

1. Log in using your username and password.
2. The first screen you see is the **Guide**
3. Click on "**My Directory Listing**" to enter the online questionnaire.
4. To upload your photo and view your short listing, which contains your name, member type, status, and account number, click on "**My Profile**."

The screenshot shows the website's navigation menu at the top: **Directory > Community > Events > Leadership**. Below this is a breadcrumb trail: **Community > User Guide**. The main heading is **Dr. Northern California Psychiatric Society**. There are two bullet points: 

- Click the following link to complete the directory listing form: [My Directory Listing](#)
- To upload your photo, go to [My Profile](#) below.

 Below the bullet points is a link: **Use these navigation links to jump quickly to your desired section:**. The **GUIDE** section is titled "Where would you like to start?" and contains several options: 

- My Profile**: Update/change your personal profile info. (Icon: person with @ and #)
- Add**: Add a record to the directory. (Icon: plus sign)
- Search**: Search Northern California Psychiatric Society directory. (Icon: magnifying glass)
- Event Calendar**: Northern California Psychiatric Society scheduled events. (Icon: calendar)
- View All**: Browse Northern California Psychiatric Society directory. (Icon: magnifying glass with plus)
- Bulletin Board**: Browse Northern California Psychiatric Society forums. (Icon: pushpin)
- Advanced Search**: Advanced Search for Northern California Psychiatric Society directory. (Icon: magnifying glass with plus)
- Polls**: Respond to Northern California Psychiatric Society questions. (Icon: checkmark)
- Contact Center**: (Icon: two people)