Customize Your Profile

1. Go to beinvolved.indiana.edu and log in with your CAS credentials

2. Click on the ‘Organizations’ tab in the upper right-hand corner of your screen

3. Locate your organization within the Organization List

4. Click on your organization to view your profile – follow the instructions below for various elements.
**Cover Photos** – You can upload multiple cover photos that will cycle through the header of your organization’s profile page

1. In the profile menu bar click on the last option, ‘Manage’

2. Within this menu select ‘Cover Photos’

3. You can upload multiple files
**Interests** – by selecting the interests that best fit your group, you can help beINvolved suggest your organization to individuals with similar interests

1. In the profile menu bar click on the last option, ‘Manage’

2. Within this menu select ‘Interests’

3. Select interests from the list on the left that best fit your organization

4. Once your interests are shown in the list on the right, you can rank these interest by moving them closer to the top or the bottom of the list
Summary – your summary is what appears under your organization’s name on the Organization List. Right now this is set to your organization’s name. You can customize it!

1. In the profile menu bar click on ‘Profile’

2. On the right of the screen, ‘Edit’

3. On this page, you are able to edit your summary blurb as well as your full description (which appears on your organization’s profile)

4. Once finished, be sure to click ‘Update’ at the bottom of the page
**Profile Picture** – your profile picture is the picture that appears in the circle above your organization’s name on your organization’s profile

1. In the profile menu bar click on ‘Profile’

2. On the right of the screen, ‘Edit’

3. On the right side, you will see a ‘Choose File’ button to upload a profile picture

4. Once finished, be sure to click ‘Update’ at the bottom of the page.