

# User profile and how-to

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AGRODEP strongly encourage you to complete the user profile because that will help increase your visibility and also make it possible for others to know you better and connect with you. The picture and the information that you provide in the profile page will be used by AGRODEP to generate a short biography later.



## TWO THINGS TO CHECK BEFORE CREATING YOUR PROFILE

Before going through all of the steps, please make sure that you have the log-in information in front of you and have already got the approval of "2012 AGRODEP members" from AGRODEP web portal.

Otherwise, you cannot see the same screens as what you see in the below document. If you have any question, please contact [info-agrodep@agrodep.org](mailto:info-agrodep@agrodep.org).

## AVAILABLE FORMATS



Click [here to see a video](#) on how to create your profile.



Simply follow the steps below:

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## HOW-TO GUIDE

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1. Go to the AGRODEP homepage (<http://www.agrodep.org>) and Click "MY ACCOUNT" menu in the top right.

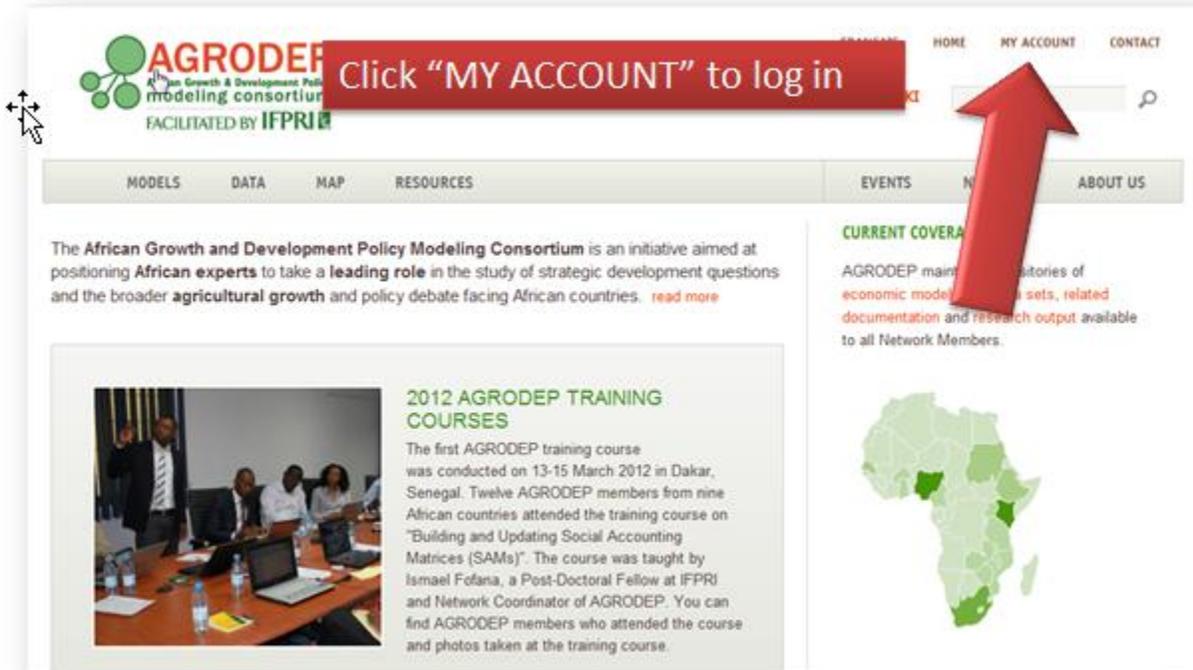


Figure 1. The frontpage of AGRODEP web portal and "my account" menu on the top.

2. You can see the **USER ACCOUNT** page now. Please specify your user name and password and solve the simple math question.

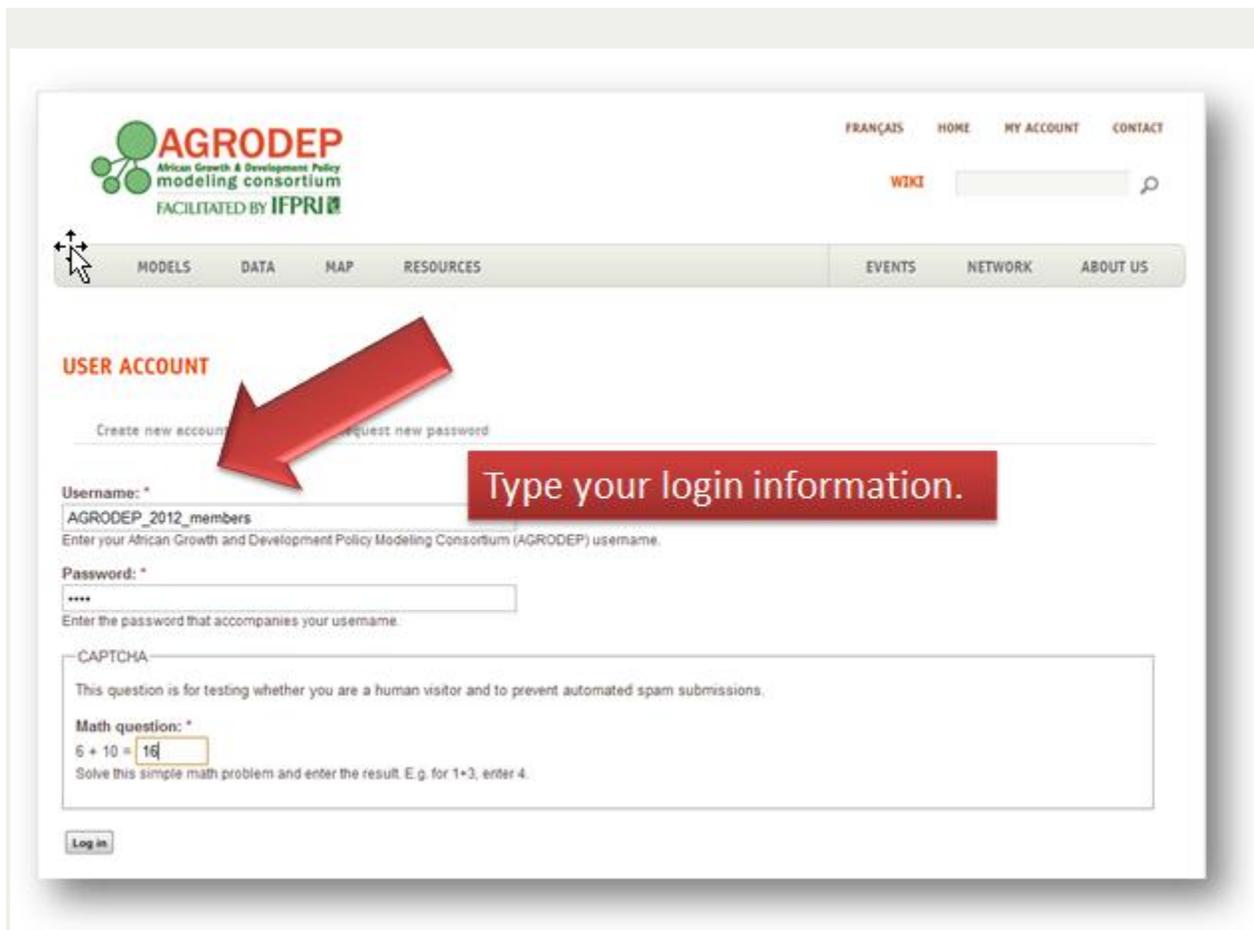


Figure 2. User account page

3. After then, you can see the six menu tabs under your user name, if you log in successfully. Please contact info-agrodep@agrodep.org if you can not see the same menu tabs in the Figure 3. Click the fourth menu tab titled "Profile".



Figure 3. AGRODEP user page with the six menu tabs.

4. Specify all fields in the Profile page except "biography" field and save it. You can edit this Profile page again. The picture and the information that you provide in the profile page will be used by AGRODEP to generate a short biography later.

Figure 4. User profile page.

If you have any question and comment, please contact to [info-agrodep@agrodep.org](mailto:info-agrodep@agrodep.org).