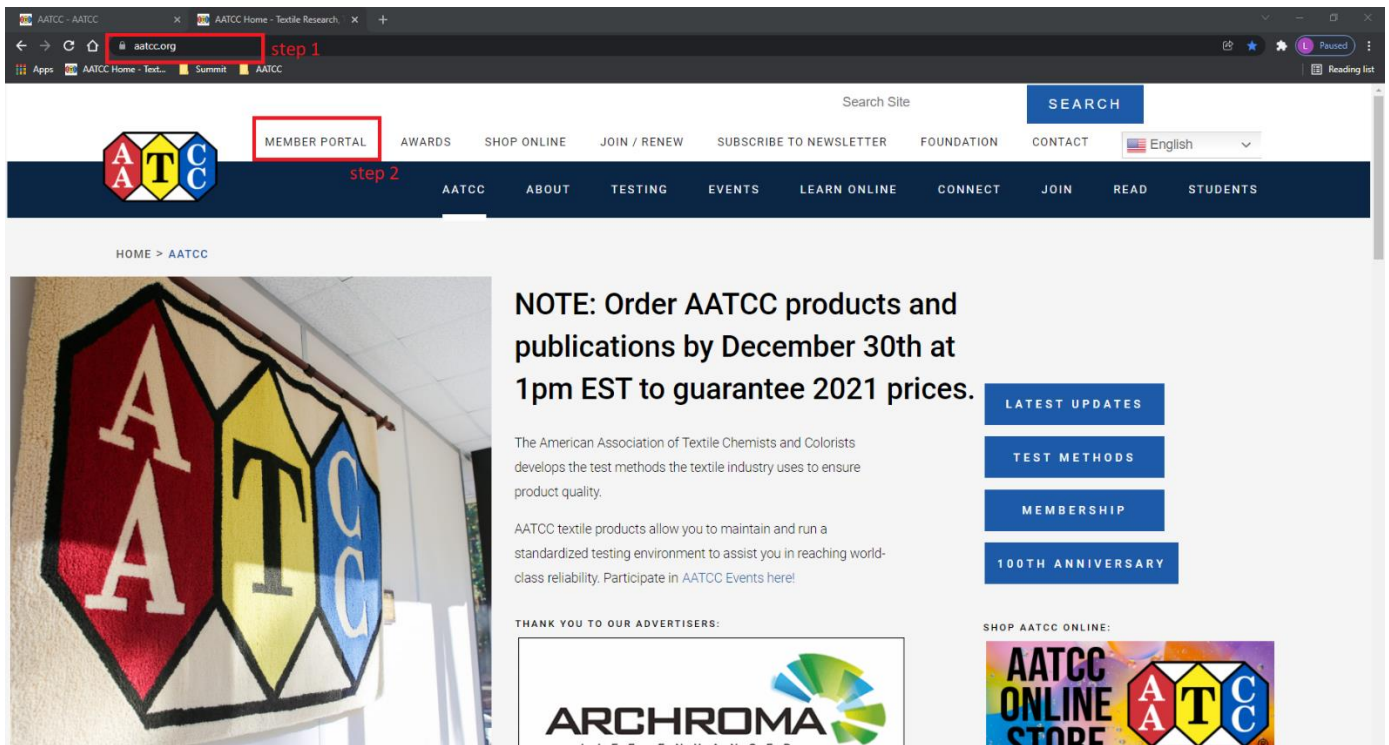
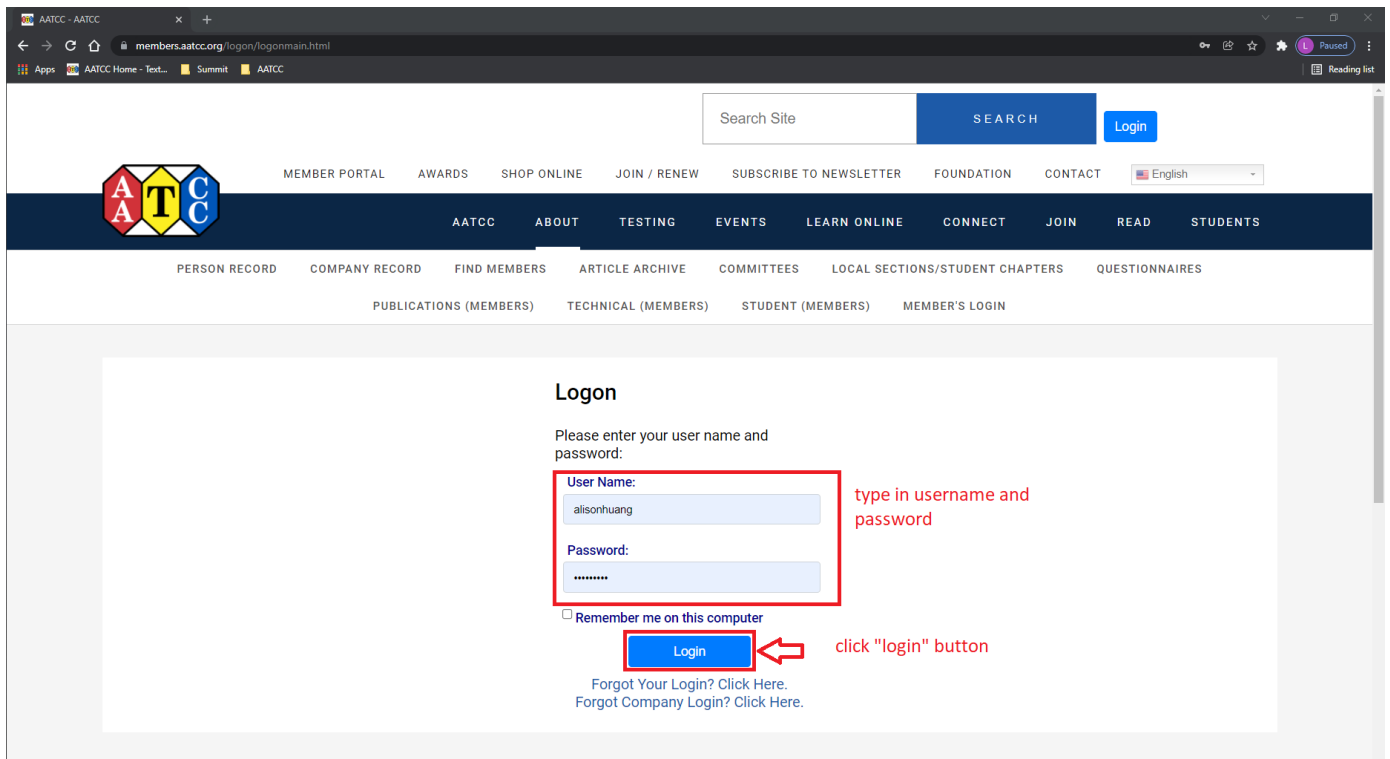


Add/Update your Interest Groups (or other AATCC profile info)

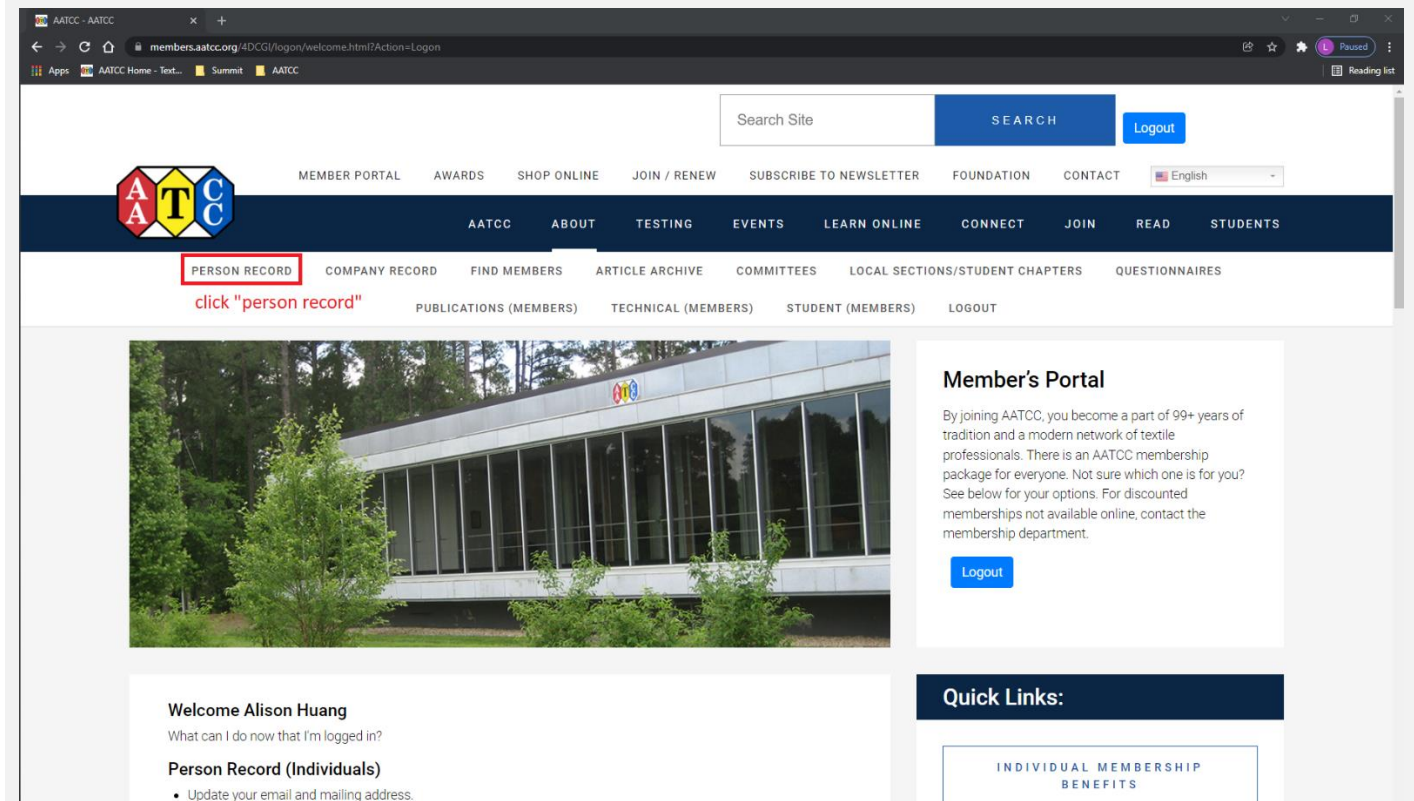
Step 1: Go to www.aatcc.org and click **“Member Portal”**



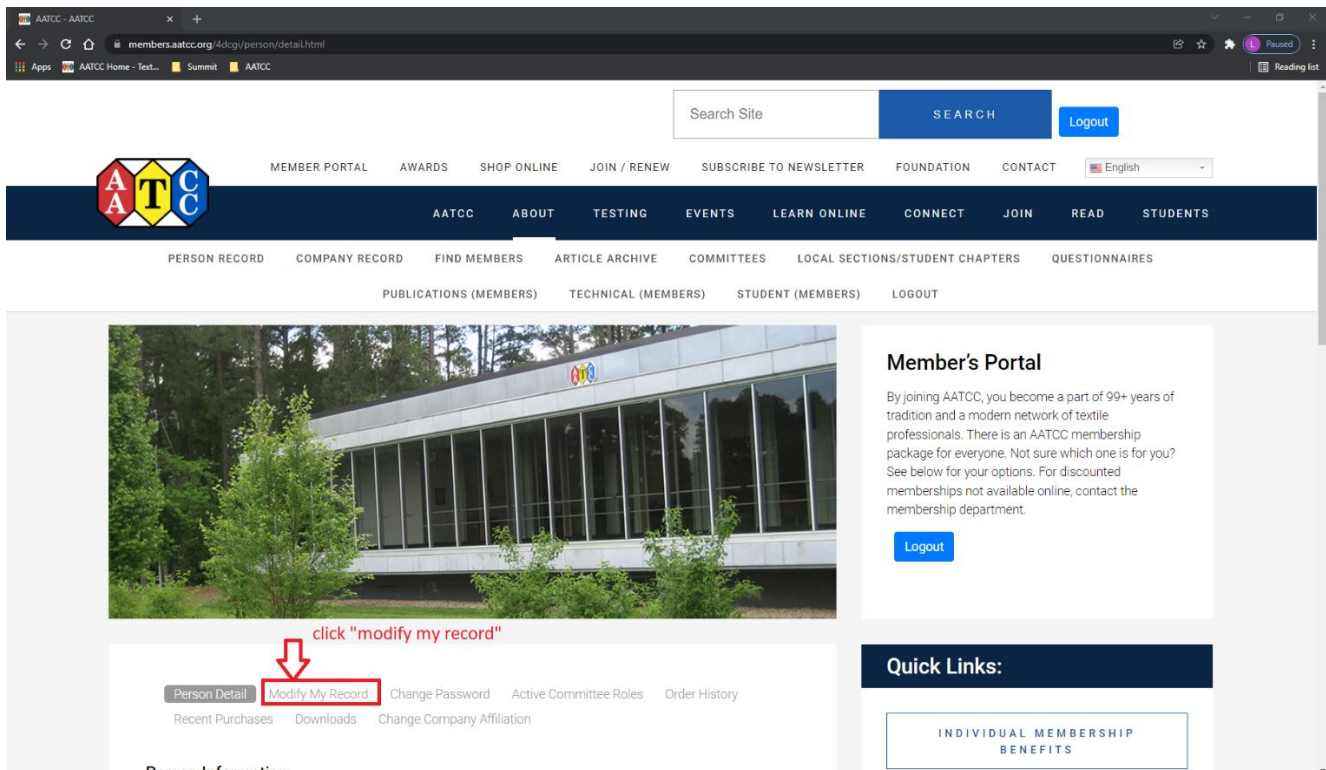
Step 2 Type in your username and password. → Click “Login”



Step 3 On the Member's Portal page, click “PERSON RECORD”

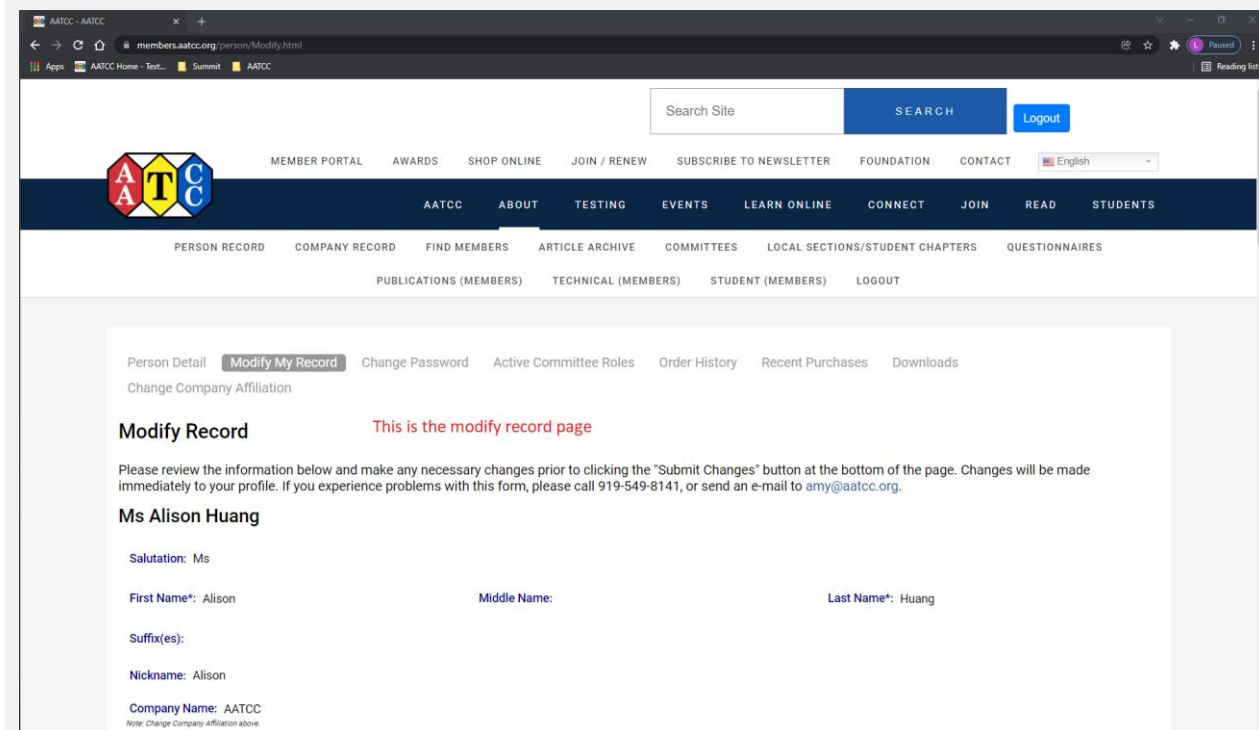


Step 4 Click "Modify My Record"



The screenshot shows the AATCC member portal interface. At the top, there is a search bar and a 'Logout' button. Below the search bar is a navigation menu with various options like 'MEMBER PORTAL', 'AWARDS', 'SHOP ONLINE', etc. The main content area features a large image of a modern building with the AATCC logo. To the right of the image is a 'Member's Portal' section with introductory text and a 'Logout' button. Below the image, there is a horizontal menu with several options: 'Person Detail', 'Modify My Record', 'Change Password', 'Active Committee Roles', and 'Order History'. The 'Modify My Record' option is highlighted with a red box, and a red arrow points to it from the text 'click "modify my record"'. Below this menu, there are links for 'Recent Purchases', 'Downloads', and 'Change Company Affiliation'. On the right side, there is a 'Quick Links:' section with a button for 'INDIVIDUAL MEMBERSHIP BENEFITS'. At the bottom left, the text 'Person Information' is visible.

Step 5 Make sure you are on the "Modify Record" page



The screenshot shows the 'Modify Record' page in the AATCC member portal. The page title is 'Modify Record' and it contains a form for updating personal information. A red text annotation says 'This is the modify record page'. The form includes fields for 'Salutation: Ms', 'First Name*: Alison', 'Middle Name:', 'Last Name*: Huang', 'Suffix(es):', 'Nickname: Alison', and 'Company Name: AATCC'. There is a note at the bottom: 'Note: Change Company Affiliation above.' The page also features a navigation menu at the top and a search bar. The 'Modify My Record' option in the top menu is highlighted with a red box.

Step 6 On the “Modify Record” page, scroll down the page to the very end. → Look for the “Interests Groups” section → Update your interests groups options → Click “Submit Changes”

The screenshot shows a web browser window with the URL `members.aatcc.org/person/Modify.html`. The page contains several form fields and sections:

- Email Address:** `allison@aatcc.org`
- Website Address:** (empty field)
- Interest Groups:** A section with a red border containing the text: "You may participate in one, two, three, or no interest groups. Click here to learn more about interest groups. Indicate the interest groups in which you will actively participate: **Note: There is no fee required to participate in interest groups.**" Below this are four checkboxes: C2C, CHEMICAL APPLICATIONS, MATERIALS, and RISING PROFESSIONALS. A red arrow points to this section with the text "step 2: update your interest groups options".
- Job Function:** A dropdown menu with "Select..." as the current selection.
- General Information:** Two rows of toggle switches for "Exclude me from AATCC Emails" and "Exclude me from AATCC Online Member Directory", both currently set to "Yes".
- Buttons:** "Cancel" and "Submit Changes" buttons at the bottom left.

Annotations on the screenshot include:

- A red arrow pointing to the right edge of the page with the text "step 1: scroll down to the very end".
- A red arrow pointing to the "Interest Groups" section with the text "step 2: update your interest groups options".

This is also a great time to update contact information and other details!