

## People and Your Profile

### PEOPLE

The “People” tab is the community of ASPEN members. You can find specific people simply by searching a name. You can also filter by job function, discipline, or specialty.

Visiting a member’s profile allows you to:

- Send a private message
- Follow their posts
- See what they have posted

In the near future, groups of members will be able to have group text chats and video chats. More to come!

### YOUR PROFILE & SETTING NOTIFICATIONS

Visit your profile to set your notifications. You can access your profile through the icon at the far right of the navigation bar that is grayed out.



On the dropdown, select “My Profile.” You may edit your bio which appears on your profile page.

Note that other than your bio, your information must be updated in ASPEN’s database, NOT Member Connect. To update your interests, specialties, Section membership, photo and more, please login at [www.nutritioncare.org](http://www.nutritioncare.org) and update your personal information. Changes will appear in Member Connect the next business day. Here is a [video tutorial](#) on updating this information.

If you would like to be alerted of activity in your groups, Member Connect can send a digest of activities. You can manage settings on these notifications by selecting “Edit Profile” on “My Profile.”

Then, on the next page, select “Notification” and choose the selections that work best for you.

The image shows a user profile for 'Leona Oke' with a blue arrow pointing to the 'Edit Profile' button. Below the profile is a 'Manage Notifications' settings page. On the left, a sidebar menu has 'Notification' selected. The main content area shows three notification options: 'Email Digest' (selected), 'As-it-happens', and 'Turn off Email notifications'. Under 'Email Digest', there are radio buttons for 'Weekly', 'Daily' (selected), and 'Hourly'. Under 'As-it-happens', there is a checkbox that is checked. A 'Save changes' button is at the bottom.

Leona Oke

Followers Following

Online

Edit Profile

← Back to Profile

### Manage Notifications

- Email Digest**  
Get a summary Email digest of everything that happens in your account.  
Choose digest frequency
  - Weekly
  - Daily
  - Hourly
- As-it-happens**  
Get email notification right away.
- Turn off Email notifications**  
You can always turn them back on later!

### Mention and messages notification settings

- As-it-happens**  
Get mention and messages notification right away.

Save changes

## Questions & Next Steps

Learn more about Member Connect’s functionality by visiting (ASPEN page.) If you have questions, [email](#) us today!