Headshot/Profile Picture - How to update someone else's picture
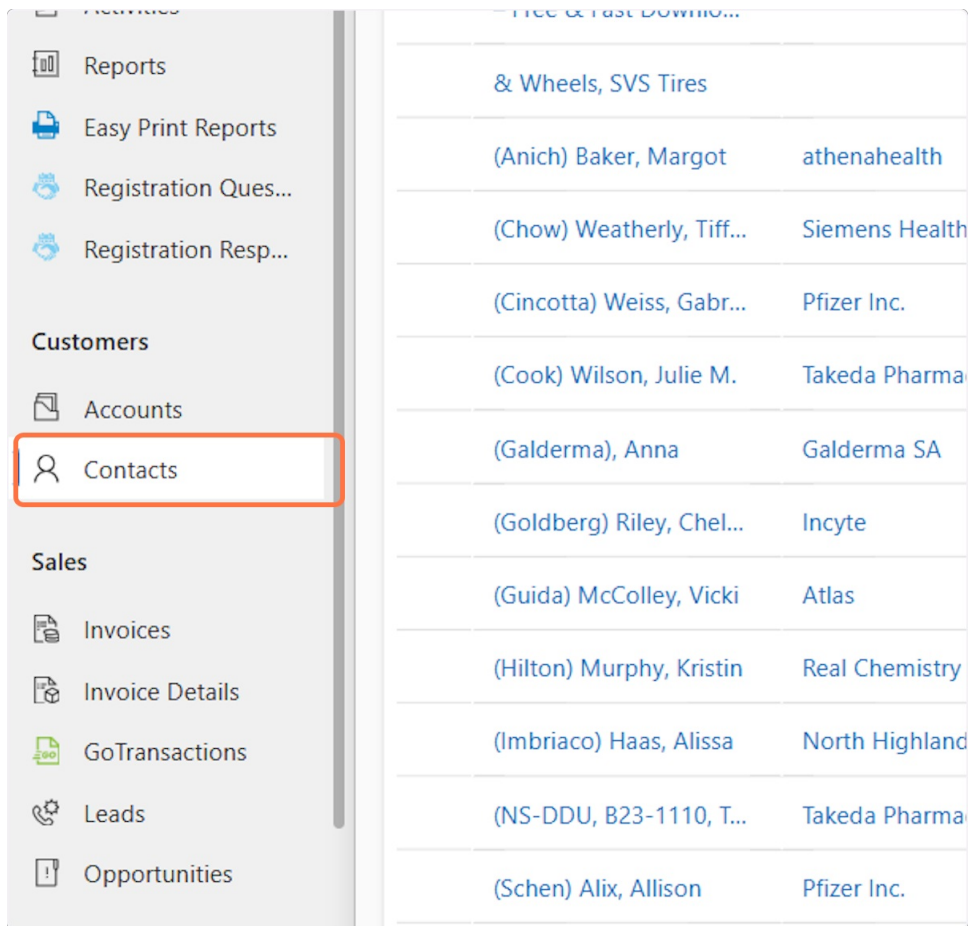
Picture/Headshot - How to change someone else's profile picture
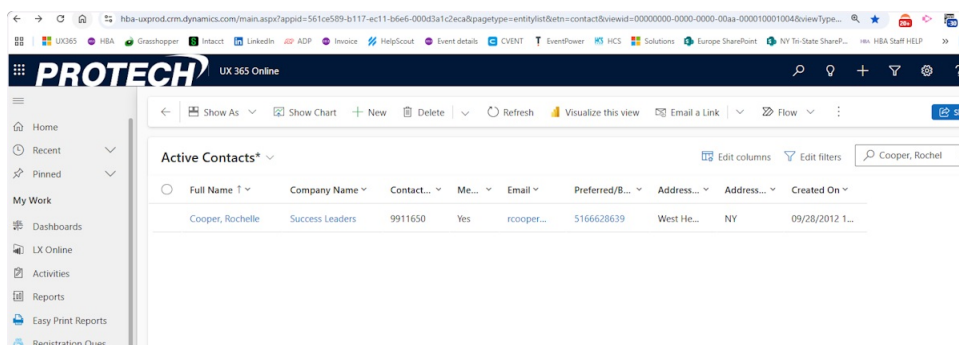
Creation Date: Jan 23, 2025
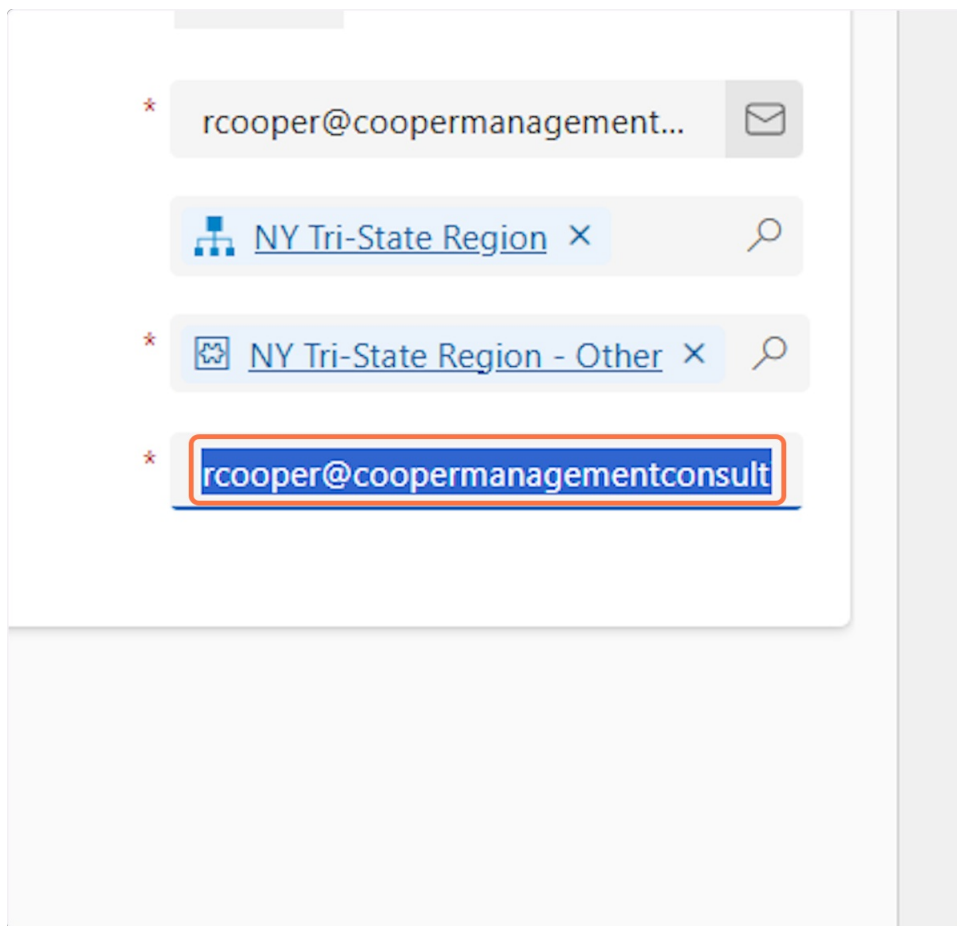
Created By: Bridget Fairbanks

1. Click on Contacts

2. IN THE SEARCH BAR, TYPE THE LAST NAME AND FIRST FEW LETTERS OF THE FIRST NAME OF THE PERSON YOU NEED TO UPDATE THE INFO FOR3. DOUBLE CLICK IN THE AREA NEXT TO THE PERSON'S ACCOUNT YOU WANT TO OPEN.
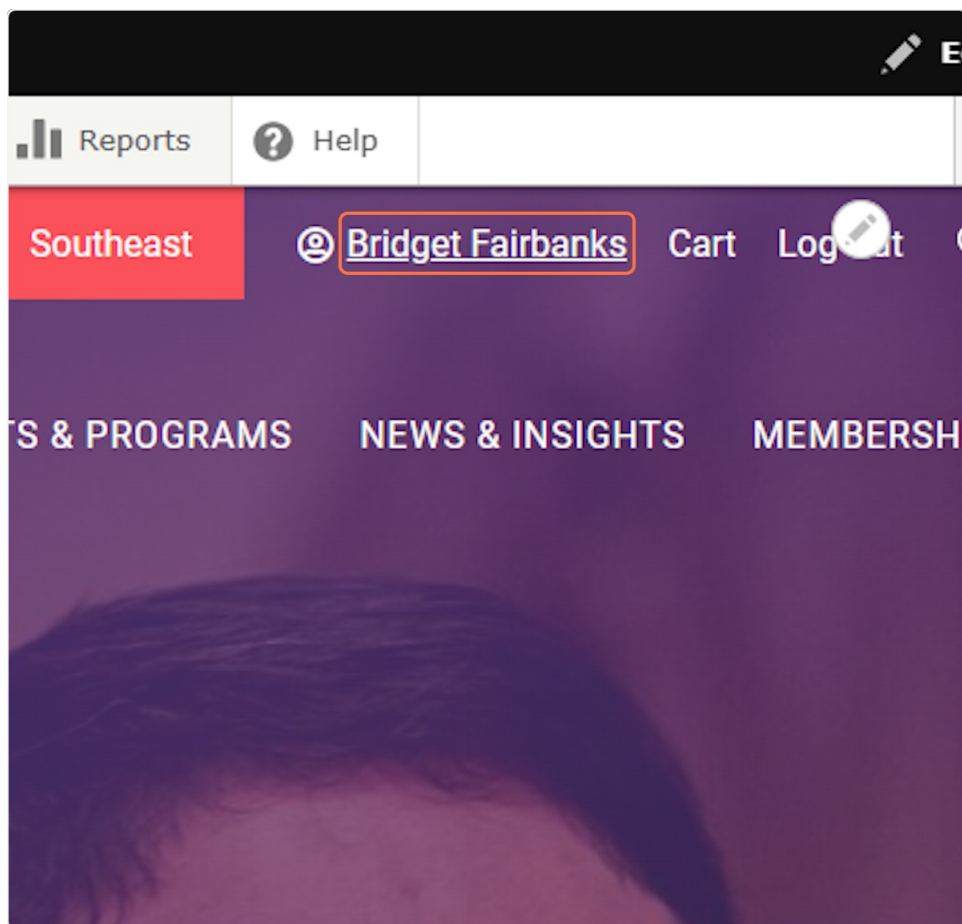

4. ON THE LEFT HAND SIDE OF THE SCREEN COPY THE "WEB LOGIN NAME" TEXT BY HIGHLIGHTING THE TEXT AND CLICKING CONTROL+C
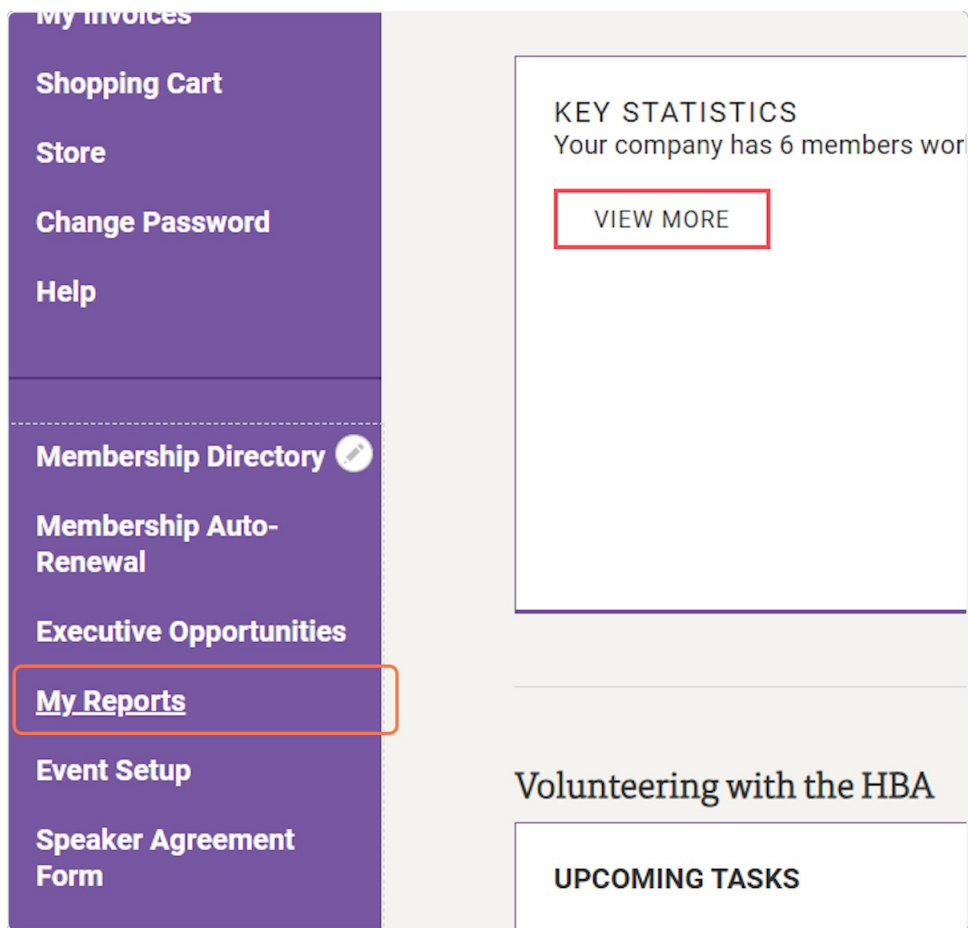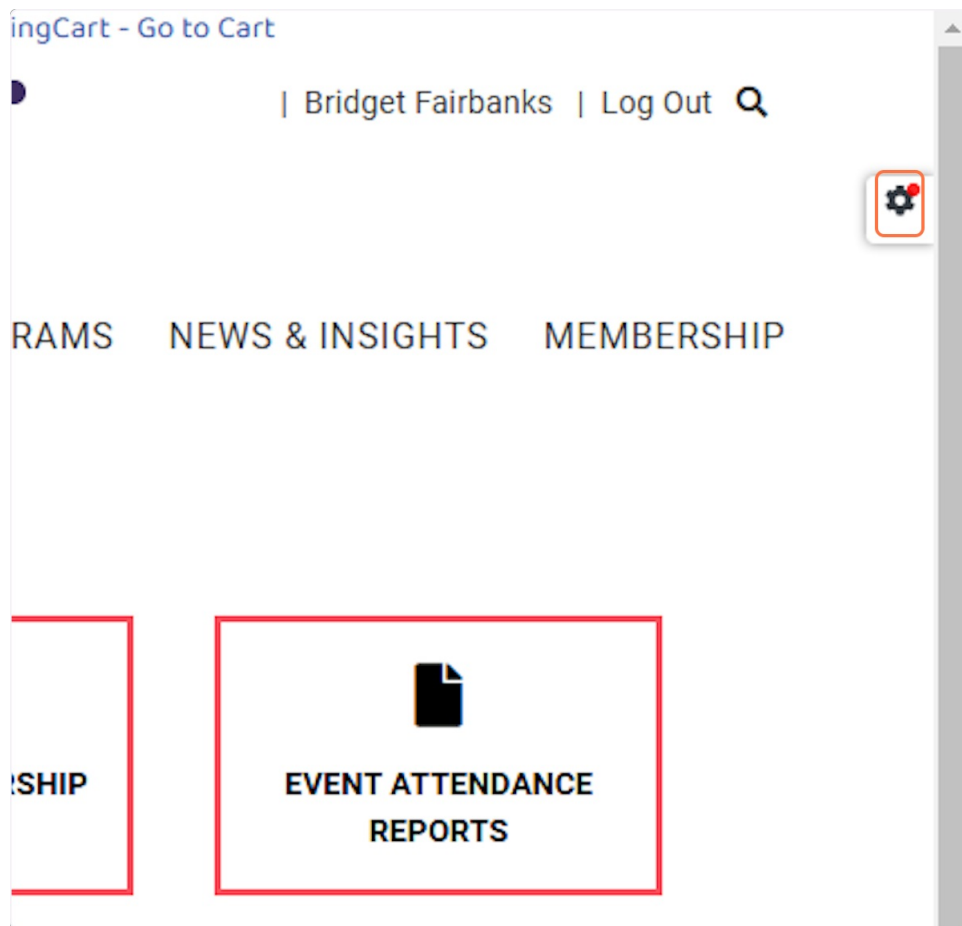
Go to the HBA website (www.hbanet.org)

5. LOG INTO YOUR HBA ACCOUNT IF YOU ARE NOT ALREADY LOGGED IN. THEN CLICK ON YOUR NAME IN THE TOP RIGHT HAND CORNER TO BE TAKEN TO YOUR PROFILE.

6. CLICK ON MY REPORTS

7. CLICK ON THE SETTINGS ICON

| Bridget Fairbanks | Log Out 🔍

RAMS   NEWS & INSIGHTS   MEMBERSHIP

SHIP

📄

**EVENT ATTENDANCE
REPORTS**

8. CLICK ON IMPERSONATION

Last modified on: 01/15/2025 12:36:30 PM

Global Settings

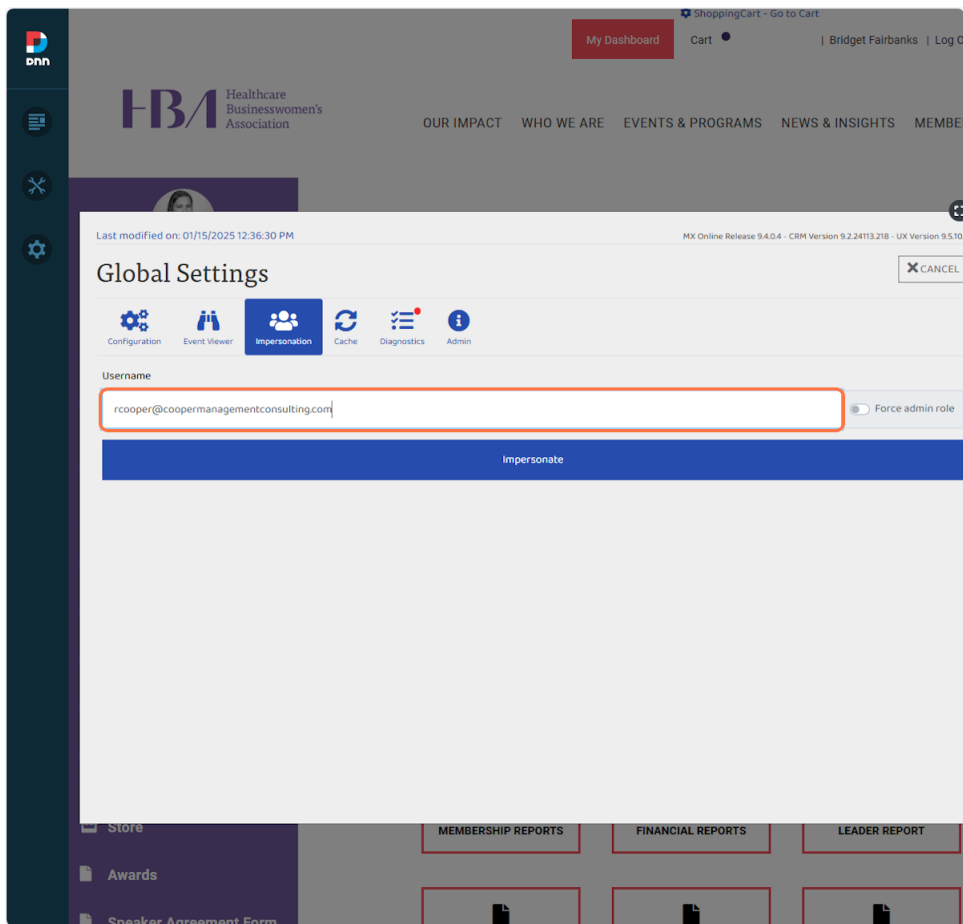| Configuration | Event Viewer | Impersonation | Cache | Diagnostics | Admin |

Functionality   Front-end   SSO Integration   Saml Integration

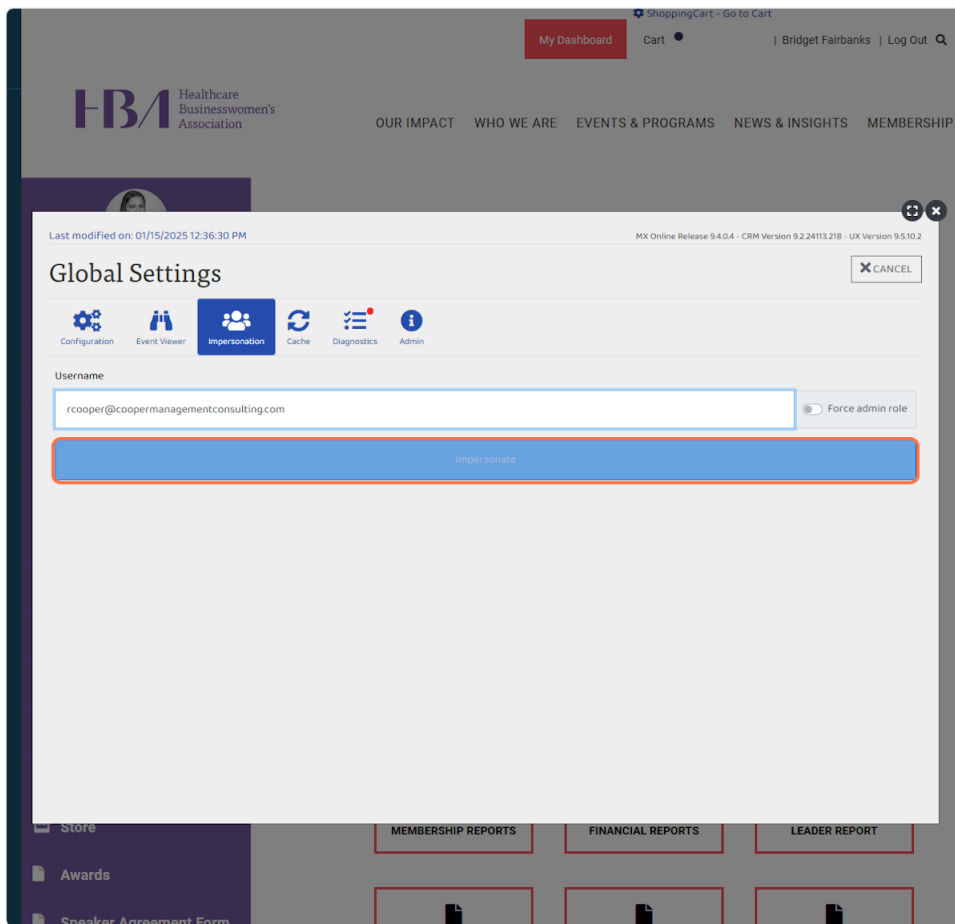## Functionality

User Password Strength Checking

● Enabled

9. PASTE THE WEB LOGIN NAME INTO THE FIELD BY PRESSING CONTROL+V

10. CLICK ON IMPERSONATE

11. NOW YOU SHOULD BE LOGGED IN AS THE PERSON YOU ARE TRYING TO UPDATE. CLICK ON PROFILE

12. CLICK ON THE PENCIL ICON NEXT TO PROFILE IMAGE CURRENTLY SHOWING

Auto-Renewal

word

Dr. Roo

Success Leader
CEO

266 MAple Stre
Address 2
West Hempstea
Nassau

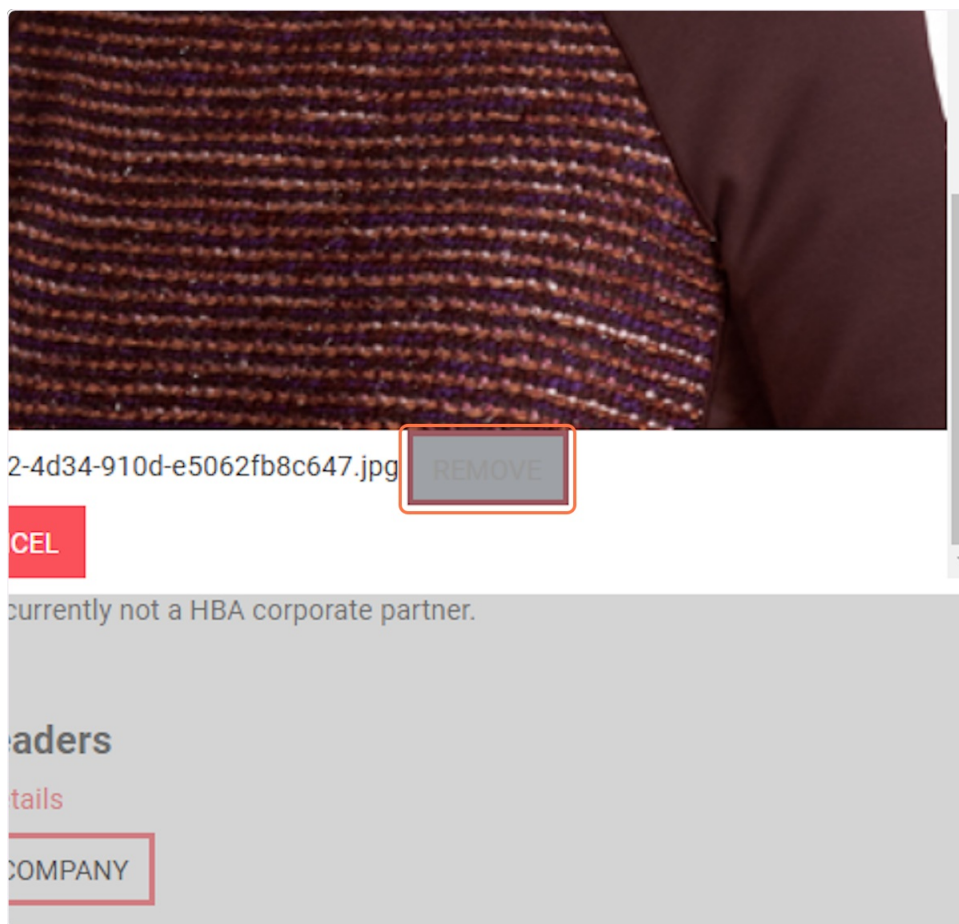📞 5166628639

✉️
rcooper@coope

✉️
rcooper@coope

Roles

My Company

13. CLICK REMOVE

2-4d34-910d-e5062fb8c647.jpg   REMOVE

CEL

currently not a HBA corporate partner.

aders

tails

COMPANY

14. SELECT BROWSE AND SELECT THE FILE IMAGE YOU WANT TO INSERT

Healthcare
Businesswomen's
Association

OUR IMPACT   WHO WE ARE   EVENTS & PROGRAMS   NEWS & INSIGHTS   MEMBERSHIP

Rochelle Cooper
Member Through: 30 Apr, 2025
Member Since: 29 Sep, 2012

- Profile
- Membership Auto-Renewal
- Change Password
- My Company
- My Invoices
- My Reports
- My Volunteer Roles
- My Events
- Store
- Speaker Agreement Form
- My WOTY
- Shopping Cart
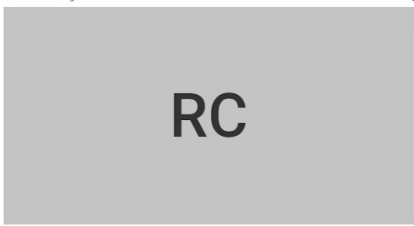- Ambassador Program Participant Hub
- Executive Opportunities

My HBA Membership

Sign Up for Automatic Renewals

Membership Category	Cycle Start	Paid Through	Status
Member Dues Membership	5/1/2024	4/30/2025	Current

Edit Profile Image

RC

Upload Image File

RochelleCooper.jpg   Remove

OK   CANCEL

My company is currently not a HBA corporate partner.

Success Leaders
My Company Details

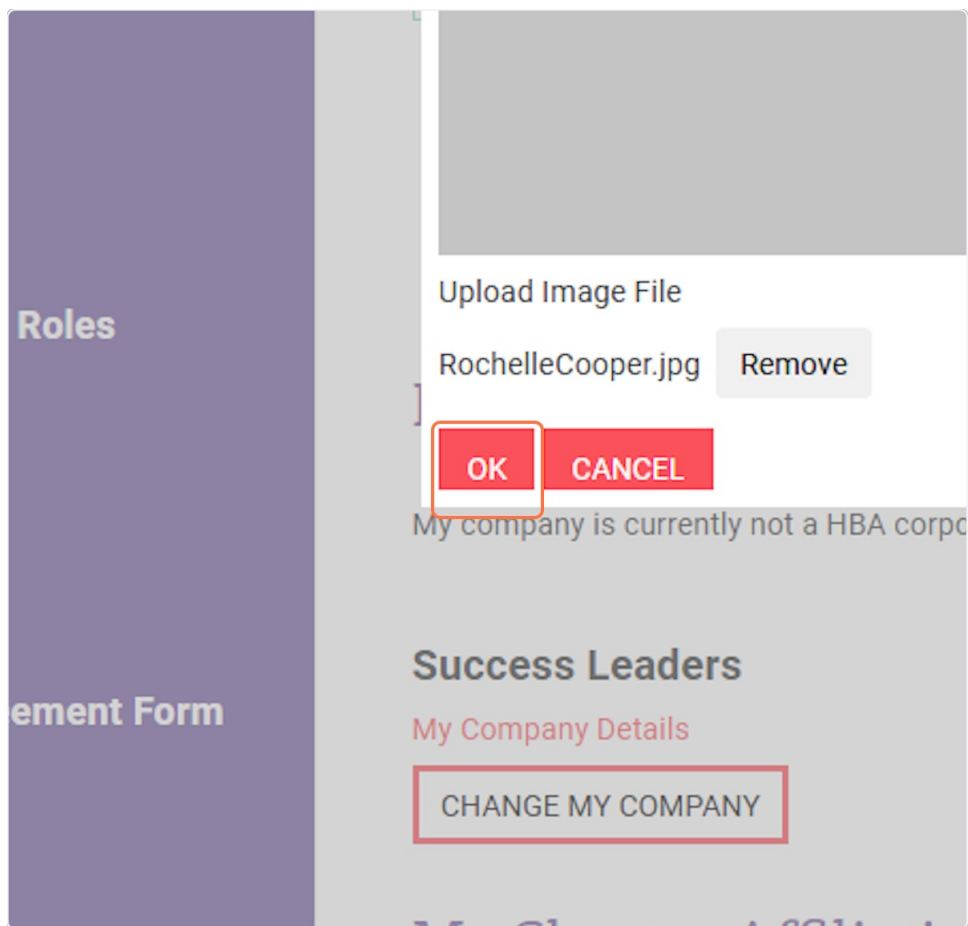CHANGE MY COMPANY

My Chapter Affiliation

Not sure what chapter to select? Click here to search for your closest location.

Primary Chapter (To select a chapter, just start typing. When you have entered at least 3 characters, you will see a list of matching names you can select from.) *

15. CLICK ON OK

Roles

Upload Image File

RochelleCooper.jpg   Remove

OK   CANCEL

My company is currently not a HBA corpo

ement Form

Success Leaders

My Company Details

CHANGE MY COMPANY

16. CLICK ON PROFILE, AND MAKE SURE THE IMAGE IS APPEARING CORRECTLY. YOU MAY NEED TO REPEAT STEPS 12-15 (AS THE SYSTEM SOMETIMES DOESN'T SAVE THE CHANGE)

17. ONCE EVERYTHING IS CORRECT, YOU CAN SIMPLY CLICK ON LOG OUT

NEWS & INSIGHTS   MEMBERSHIP

Paid Through	Status
4/30/2025	Current