



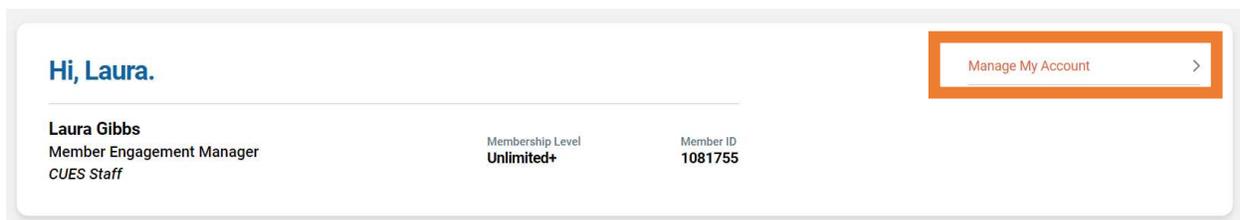
## Member How-to Document

### Updating Your Information

**Purpose:** Use this document to update information on your account (ex: name, job title, email, phone, etc.)

#### Process:

1. Once you are logged in to cues.org, you'll be in the myCUES Dashboard. From here, click 'Manage My Account'.



#### Updating Your Name, Email, Address, Gender, and DOB

2. In your account page, under 'Contact Information', click 'Update Your Information'

#### Contact Information

Laura Gibbs  
Member Engagement Manager  
CUES Staff  
PO Box 14167  
Madison, WI 53708-0167

Update Your Information

3. Click 'Edit' under the section you need to update (Contact Information, Demographics, or Alternate Contact Information).

## Contact Information

Edit

4. Make the necessary changes and click 'Update'.  
\*Repeat for each section as needed.

### Updating Your Title

2. In your account page, under 'My Employment Info', click 'Update Title & Employment Information'.

### **My Employment Info**

Employer: CUES Staff

Update Title & Employment Information

3. Enter your new job title. Update your position level and department from the drop-down menus as needed.
4. Click 'Update'.

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