# Your member profile

## An overview of the different tabs within your member profile

**To get to your profile, sign into the Member Portal and click your name in the top menu**
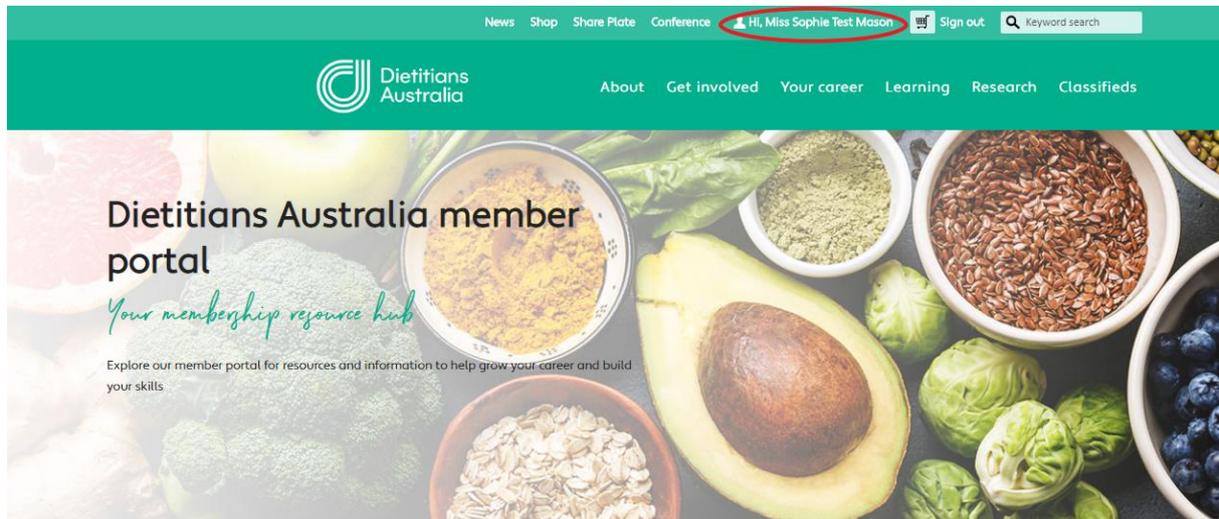


You'll then be taken to your profile page at https://member.dietitiansaustralia.org.au/profile

> **Depending on your membership category (e.g. student, APD only, affiliate) not all of the tabs in the member profile may be visible in your account.**

## Tab: About me

This tab provides details of your current address, social media accounts, your organisation and preferred contact details. To edit, click the 'pencil' icon in the top right of each segment.
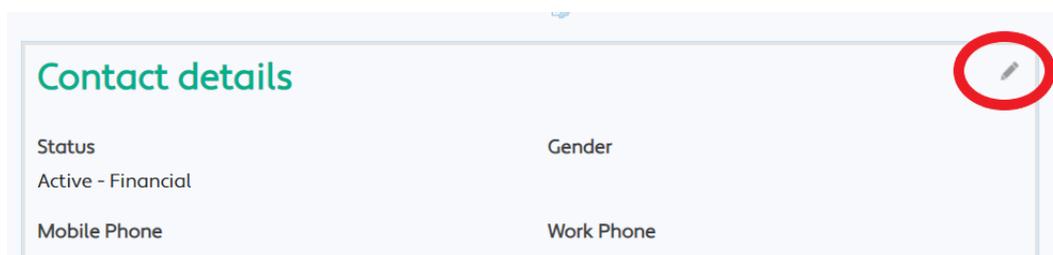


Please download and complete Find an APD and Find a Locum forms and send to membership@dietitiansaustralia.org.au to get your details added to our searchable professional directories.

A new profile page is coming soon! While we are working to improve our systems, edits you make below will not yet automatically display in your profile. If you contact us at membership@dietitiansaustralia.org.au with any changes, we'll quickly make them for you.

## Tab: Dietitian profile

This tab is about your profile as a dietitian including your practice area, languages, work setting, education history, as well as your participation in the Dietetic Skills Recognition (DSR) program. You can edit some of this information yourself by clicking the pencil icon.



## Tab: Participation

In this tab you'll find details of your upcoming event registrations. You can also download your event attendance certificates. Communication records and your involvement in committees are also documented here.

## Tab: Share Plate communities

Here's where you can join (or leave) the Interest Groups (IGs) and Discussion Groups (DGs) on Share Plate, our community engagement platform. Learn more about joining our IGs and DGs. Please note that as our system syncs overnight, your requests to join or leave these groups won't happen immediately. The updates will appear in your 'my communities' list on Share Plate the following day.

## Tab: Membership

This tab is where you can find details of your membership status, billing history and associated fees. Some sections (such as membership details) are editable. This tab is also where you can submit resources to our Resource Library.

To add a resource to the resource library, click on the grey cross (+) in the top right corner. You'll then be prompted to add details of the resource including title, author, format, content description, and the year produced.

You must also declare that the resource is original and does not infringe copyright.

## Tab: APD profile

This tab provides information on your APD status, including join date, registration number, the date of your last declaration and, if relevant, the date you rejoined the APD program after a break.

## Tab: CPD logs

This tab is where you enter your CPD logs. To enter a new record, click the grey cross (+) in the top right corner of the CPD log section. You'll then be instructed to add the details of your CPD including date, hours, module, whether the CPD is against your current or other area of practice, as well as a description of the activity. Learn more about updating your CPD log.



## Tab: Past CPD logs

This tab is where your historical CPD logs can be found.

## Tab: Billing

This tab provides details on your recent transactions and invoices with Dietitians Australia.



## Tab: Settings

This tab comprises (a) your communication preferences, where you can elect to opt-out of DA member communications, and (b) your security settings, where you can change your password and/or your username.