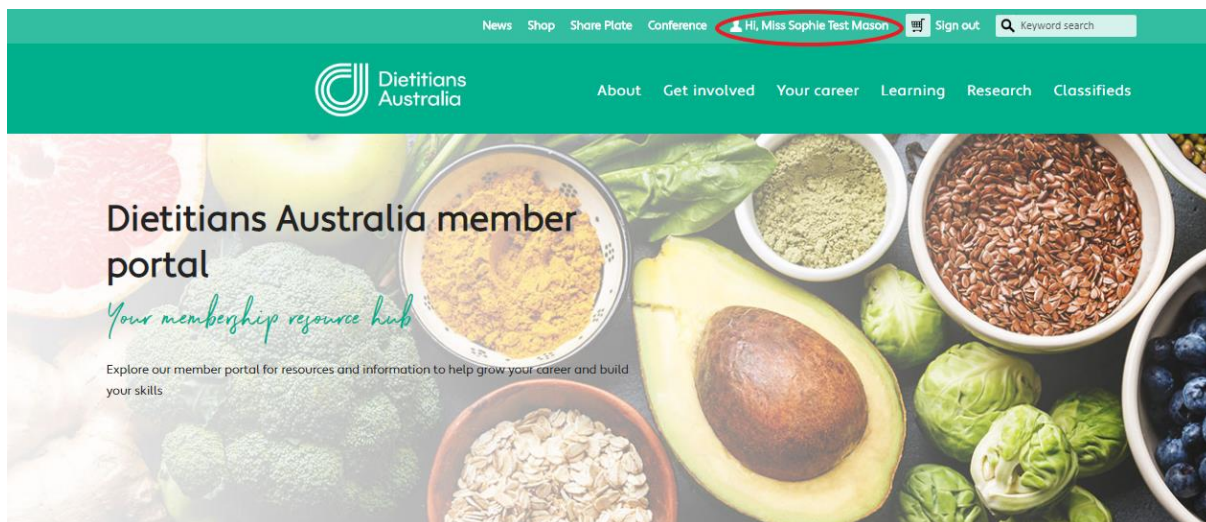


# Updating your details with DA

## How to update your personal details on your new member profile

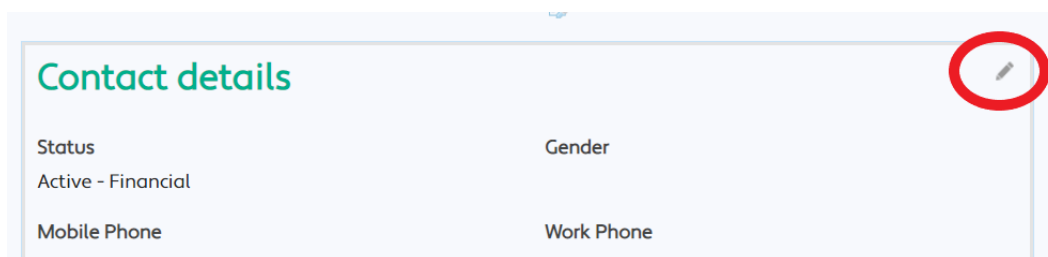
To get to your profile, sign into the Member Portal and click your name in the top menu



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

### 1. Personal details

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

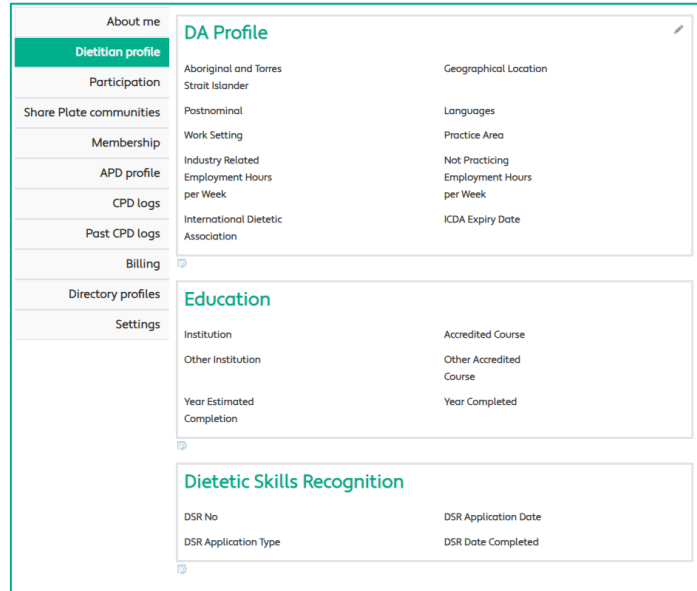


Please download and complete Find an APD and Find a Locum forms available on the about me tab of your profile and send to [membership@dietitiansaustralia.org.au](mailto:membership@dietitiansaustralia.org.au) to get your details added to our searchable professional directories.

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](mailto:membership@dietitiansaustralia.org.au) with any changes, we'll quickly make them for you.

## 2. Dietitian profile

The 'Dietitian profile' tab is about your profile as a dietitian including your practice area, languages, work setting, and how many hours you are working per week. You can edit some of this information yourself by clicking the pencil icon.

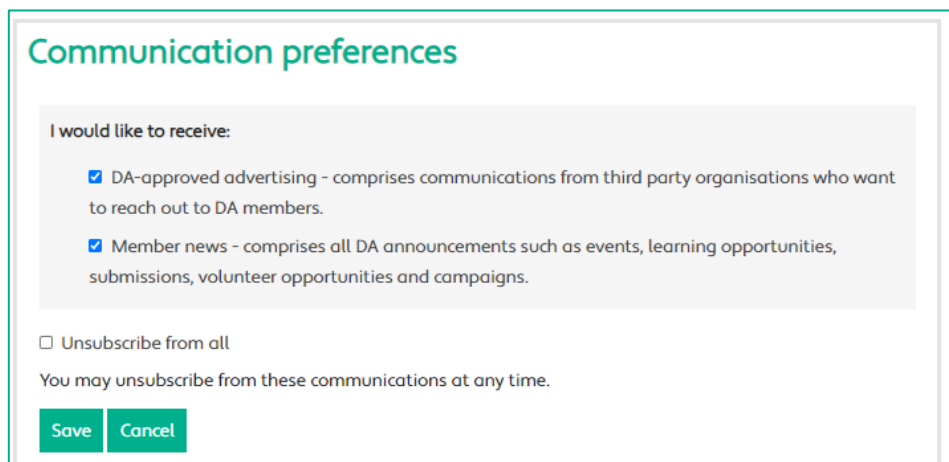


The screenshot shows a user interface for a dietitian's profile. On the left is a navigation menu with options: About me, Dietitian profile (highlighted), Participation, Share Plate communities, Membership, APD profile, CPD logs, Past CPD logs, Billing, Directory profiles, and Settings. The main content area is divided into three sections:

- DA Profile:** Fields include Aboriginal and Torres Strait Islander, Geographical Location, Postnominal, Languages, Work Setting, Practice Area, Industry Related, Not Practicing, Employment Hours per Week, Employment Hours per Week, International Dietetic Association, and ICDA Expiry Date.
- Education:** Fields include Institution, Accredited Course, Other Institution, Other Accredited Course, Year Estimated Completion, and Year Completed.
- Dietetic Skills Recognition:** Fields include DSR No, DSR Application Date, DSR Application Type, and DSR Date Completed.

## 3. Communication and privacy settings

The 'Settings' 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.



The screenshot shows the 'Communication preferences' settings form. It includes the following elements:

- Section Header:** Communication preferences
- Section:** I would like to receive:
  - DA-approved advertising - comprises communications from third party organisations who want to reach out to DA members.
  - Member news - comprises all DA announcements such as events, learning opportunities, submissions, volunteer opportunities and campaigns.
- Unsubscribe from all
- Text:** You may unsubscribe from these communications at any time.
- Buttons:** Save, Cancel