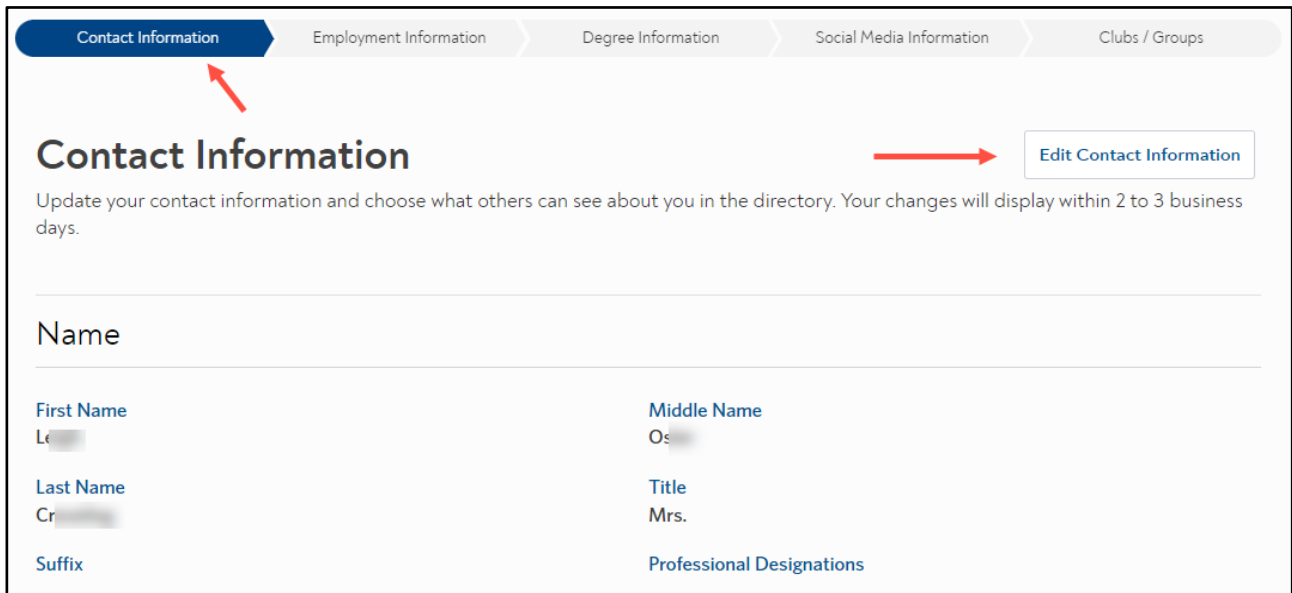# MY BRANDEIS GATEWAY – UPDATE YOUR PROFILE

This job aid provides instructions for BNC Members on how to update their profile information in the BNC Portal.

With My Brandeis Gateway, you can make updates to your profile to ensure all of your personal information is up to date. This information will be directly shared with the Brandeis National Committee office.

1. To update your profile, click the **My Profile** link in the left-hand navigation menu of the My Brandeis Gateway home screen.
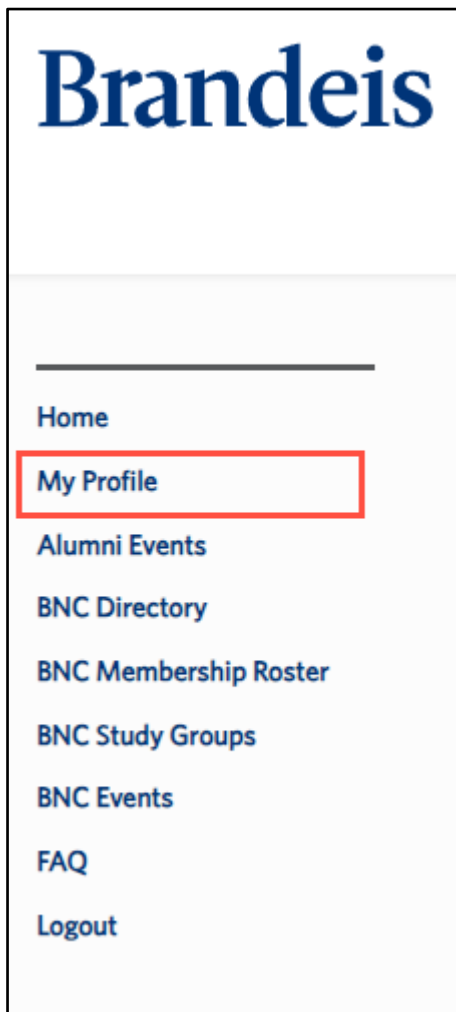
2. Your contact and personal information will be in the first tab of your profile. Click the **Edit Contact Information** button to make changes to your profile.

3. To update your name information, please click the Request Update button.

4. In the **Additional Information** fields, you may hide or show your gender identity, preferred pronouns and marital status. To change your birthdate, please click the Request Update link.

Additional Information

Gender Identity   Hide ◯ Show ←

--None--

Preferred Pronouns   Hide ◯ Show ←

--None--

Birthdate   Hide ◯ Show

mm/dd/yyyy

Request Update ↗

Marital Status   Hide ◯ Show ←

--None--

5. In the **Spouse/Partner** fields, you may enter the details for your spouse/partner.

Spouse/Partner

First Name

[⋯]

Middle Name

Last Name

Title

Suffix

Professional Designations

Gender Identity

Preferred Pronouns

--None--

Birthdate

mm/dd/yyyy

Email

Class Year (if a Brandeis Alum)

6. In the **Emails, Phones, and Addresses** fields, please add or update your contact information, indicating your preferred choice if you have more than one email, phone number or address listed. Then you may click **Save**.

Emails

To be able to access My Brandeis Gateway and the services, you must have ONE preferred email address on file with Brandeis.

Email Address	Email Type				⊗ Delete
[redacted]	Home ▾	☑ Is Preferred		☐ Show on Directory	

Add Email

Phones

Phone Number	Phone Type				⊗ Delete
508- [redacted]	Mobile ▾	☑ Is Preferred		☐ Show on Directory	

Add Phone

Addresses

Add Address

Cancel	Save

7. Click on the tab next to Contact Information to edit your **Employment Information**, then click the button **Edit Employment Information**.

Contact Information	Employment Information	Degree Information	Social Media Information	Clubs / Groups

Employment Information

Edit Employment Information

Please update your employment business address on the Contact Information tab.

Employer	Job Title	Division	Job Function	Start Date

8. If you do not have employment information listed, click the **Add Employment** button.
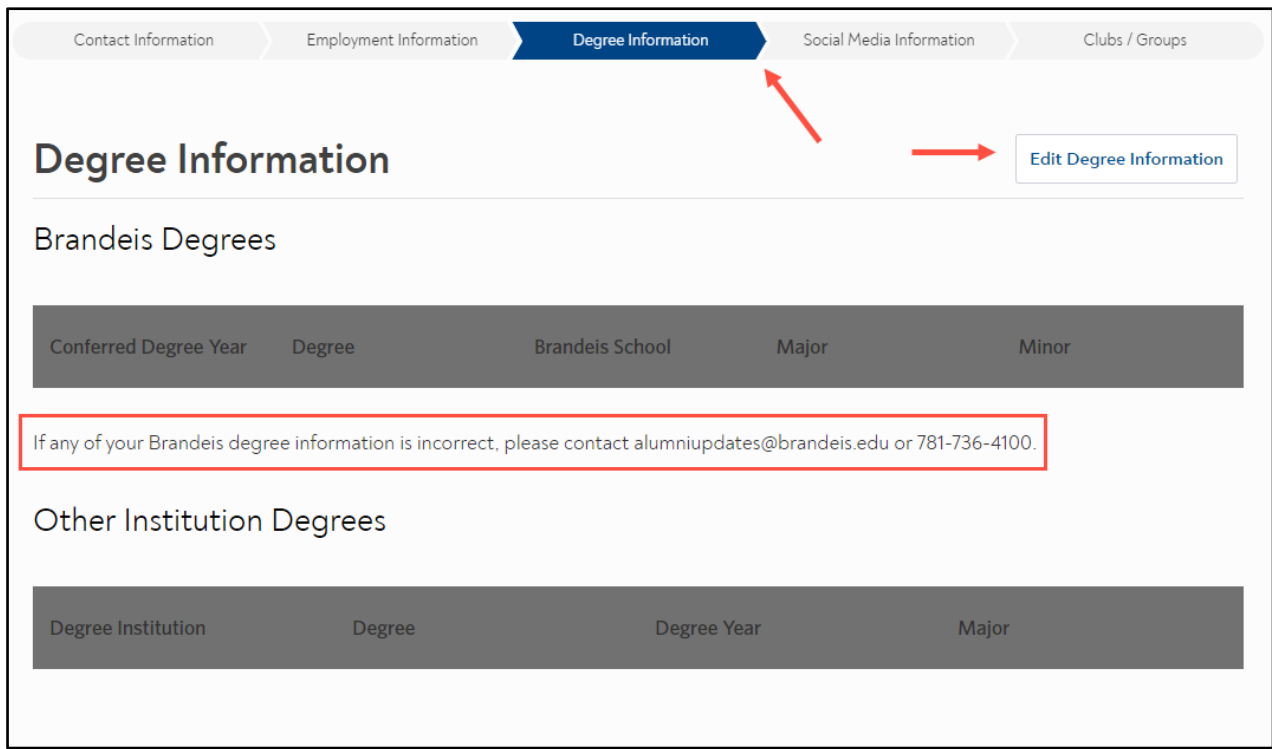
9. If you do have employment information listed and would like to update your employment information, you may do so here by clicking the delete button or changing the information in the fields. Then click Save.

10. If you would like to add a non-Brandeis degree to your profile, click the **Degree Information** tab next to the Employment Information tab. Then the **Edit Degree Information** button to enter the information.
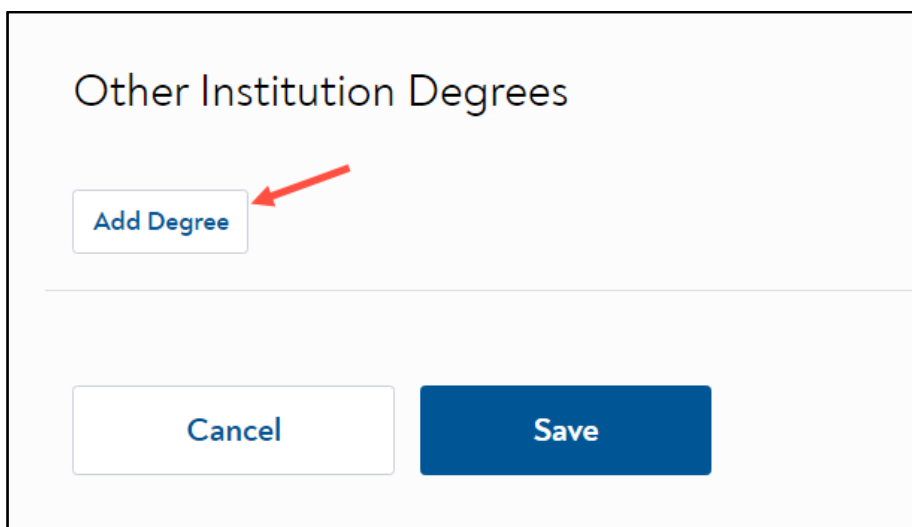
11. If you are a graduate of Brandeis and see that your degree information is not listed correctly, please contact the Alumni office at alumniupdates@brandeis.edu or call 781-736-4100. If you would like to add a non-Brandeis degree to your profile, you may click the **Edit Degree Information** button to enter the information.

12. Scroll to the **Other Institution Degrees** field and select **Add Degree**.

13. Enter the name of the institution where you received your degree in the **Degree Institution** field. From the dropdown menu in the **Degree** field, please choose the degree you received. Then you may enter the year you received your degree and your major. You may also choose whether or not to show your non-Brandeis degrees with the hide or show buttons. You can also elect to show your degree in the Directory by clicking the **Show on Directory** check box.

14. If you would like to add your social media handles to your profile, click **Social Media Information** tab next to degree information to add your Facebook, LinkedIn, Twitter/X, and other social media profiles. Click the **Edit Social Media Information** button to add your profiles.

15. Choose the **Platform** (Facebook, LinkedIn, Twitter, etc) from the Platform drop down menu, then add your handle/username (how people can find you in the social media platform), and a link to your platform profile.

Social Media Information

*Platform	Handle	Profile URL	⊗ Delete
--None-- ⌄			

--None--
Facebook
LinkedIn
Twitter
Instagram
Pinterest
Skype
SnapChat
Youtube
Blogger
Website
WhatsApp
Line
WeChat

16. For the purposes of this portal, BNC Chapters are considered part of the BNC Group; therefore, please use the **Club/Groups** tab to review your BNC Chapter Membership status and roles. This screen will list the chapter to which you belong, the date you joined the BNC and your specific Chapter, your renewal date and your member status. Please note: if you are a Life Member, your renewal date will be the same date as your Member Since date.

Contact Information → Employment Information → Degree Information → Social Media Information → Clubs / Groups

Clubs/Groups

BNC Membership

Formal BNC Chapter Name	Membership Level	Member Since	Chapter Join Date	Renewal Date	Member Status
E001 Greater Boston	Annual Member	Sep 1, 2022	Sep 1, 2022	Sep 1, 2022	Resigned

Chapter Name — Membership Level — Date Joined BNC — Date Joined Current Chapter — Date Membership Renews* — Membership Status

Renew your BNC Membership today!

*Lifetime members Renewal Date will be the same as their Member Since Date

17. If you need any assistance updating your profile, please email crm-help@brandeis.edu. For questions related to your BNC Membership, please email BNC@brandeis.edu.