



**ENCORE
LEARNING**

Expand Your World

Member Account Manager QuickStart Guide: How to view or edit your Member Info

How to View or Edit Your Member Information

Periodically review your personal information: name, phone, email address and mailing address, updating as needed. You have the opportunity to upload a photo (helpful for staff) and your interest in teaching (helpful for Academic Programs). **Take note of your membership expiration date as it may be time to renew.**

- Go online to our website www.EncoreLearning.net.
- Under **QUICK LINKS** on the right, select **Member Account Manager**.
- Select the **Login** link at the upper right side of the page.
- On the Log In page, enter your email address and password in the fields on the right under **Returning Members** then select **Login** button.
- On the **My Account** page, open **My Personal Info** tab.
- If you see incorrect information, select **Edit My Account Info** link.
- Update street address and phone numbers as needed.
- If you change your email address, send an email to info@encorelearning.net advising us of your new email address so that we may update your Username to match your new email. You will not be able to login with your new email address until the office has updated your Username accordingly. Please verify that the email address is typed correctly.
- Select **Save and Continue** to add additional information.
- Finish by selecting **Save and Close**.
- To change your password, select **Change My Password** link. Update then select the **SAVE** button.
- If you are finished, select **Log Out** link at the upper right side of the page.