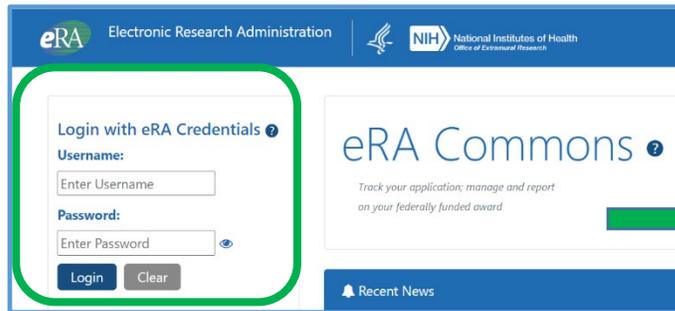


# Editing Your Personal Profile *(Example: to correct email address)*

1. Open an internet browser and navigate to the Commons Login page URL <https://public.era.nih.gov/commons/public/login.do>

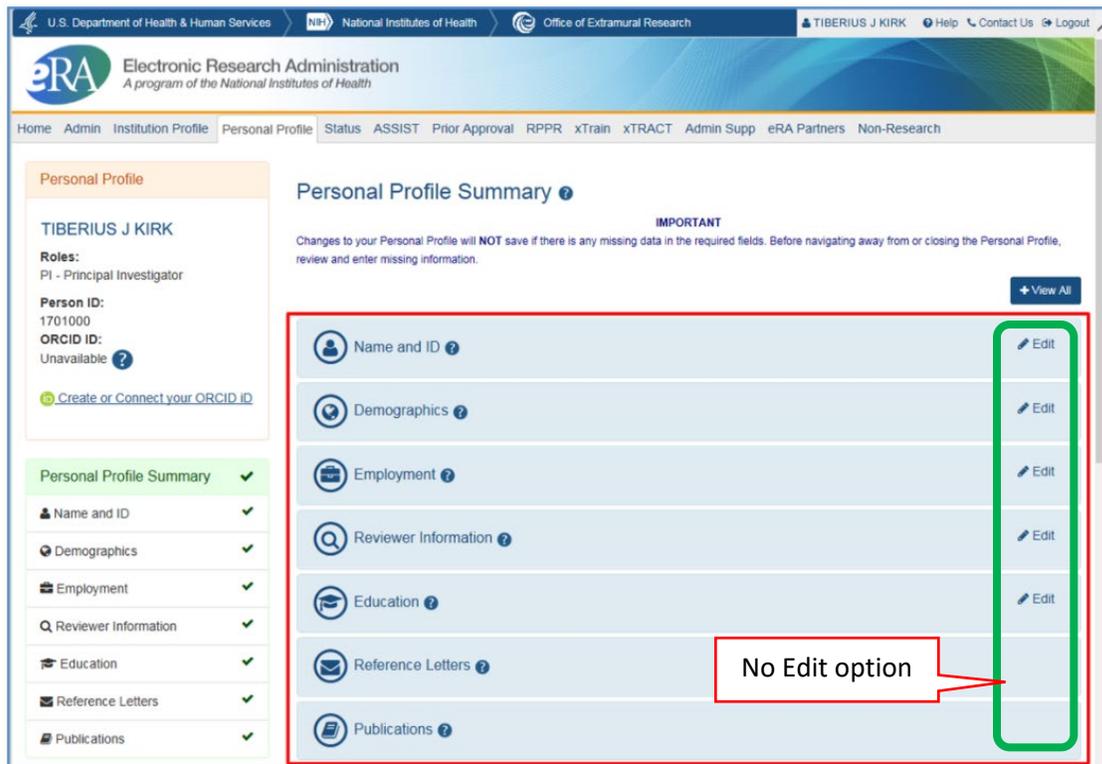
2. Log in to your Commons Profile with your username and password.



3. Select the **Personal Profile** box.

The **Personal Profile Summary** page provides access to viewing and editing the different components of the Personal Profile. The main section of the **Personal Profile Summary** displays profile information for each component in expandable and collapsible tiles. You can edit any available component of your profile by selecting the **Edit** button on the section's header. This expands the tile and displays the fields for editing. You can then update the information as necessary.

**NOTE:** Not all components can be edited; those components do not have an Edit button.



Each component contains certain required information. If any of this information is missing from a section, a message displays across the top of the screen as well as in the header for the incomplete component, as shown in the example below.



4. Keep in mind that when you click the **Edit** button for a component, it places you in edit mode for all components of your profile. While in edit mode, you can continue updating the other components of the profile by clicking the **View** button for each one, which collapses the tile of the current component you are editing and expands the one you have selected.
5. When you are finished editing your profile, click the **Save All** button. **This is the only method of saving the changes you've made.**

**NOTE:** Hiding or closing individual components of the profile is not the same thing as saving the information. If you navigate away from the personal profile, your changes will be lost. **You must select the Save All button to save your changes!**