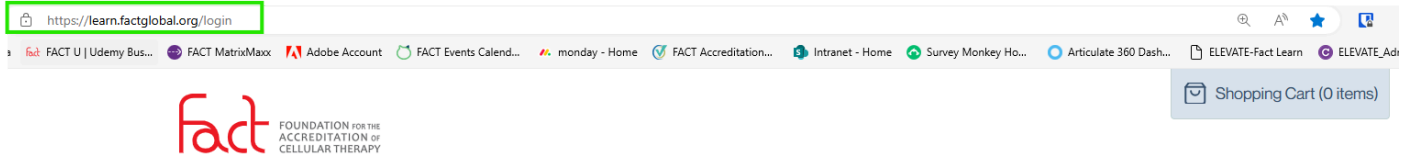


HOW DO I... UPDATE MY PROFILE IN FACT'S LEARNING DEVELOPMENT ACADEMY

1



Please Login

Log In

Education Catalog

FAQs

Login

Log In

- Use your browser to navigate to <https://learn.factglobal.org/login>
- Click on the Login button.

2

Login

Email Address *

Email

Password *

[Forgot your password?](#)

Password

☒ Keep me signed in

Login

For assistance, contact FACT Technology Services:

technologyservices@factglobal.org

402-625-7651

or

FACT Staff Login

I don't have an account yet. [Create an account](#)

When the login page appears, if you know your login credentials, enter them here.

After entering your login credentials, click on the **login** button.

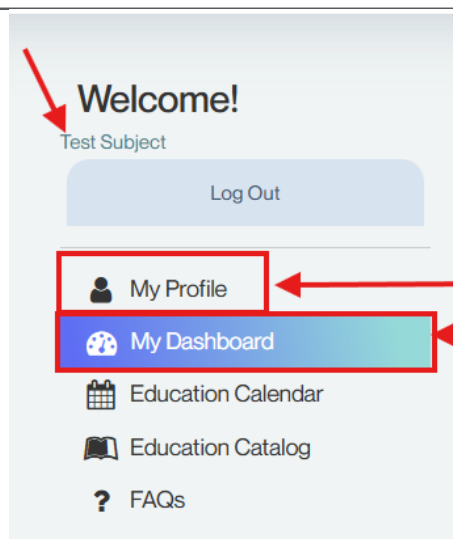
For issues with your login or receiving your password information, please contact technology support.

If you believe you do not have an account set up, click on **Create an Account**. The system will alert you if there is an existing account. If there is an existing account, click on the **Forgot your password?** link shown below the email box above.

HOW DO I... UPDATE MY PROFILE IN FACT's LEARNING DEVELOPMENT ACADEMY

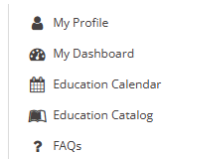
3

Once logged in, your name will appear in the upper left corner under the **Welcome!**



- Click on the My Profile link to ensure that all your information is correct and accurately reflected. You may also select your preferences in this location.
- Any purchased products or registrations will be listed under the 'My Dashboard' link. This is also where you can locate and print a transcript of educational events attended or materials that you have completed.

4



Your Profile

Instructions

Profile Image

☐ I don't want to upload profile image
Please upload a profile image or check the box above.

Drop file (or click) here to upload a profile picture [Clear Image](#)

Email **john.smith@factglobal.org**

Alternate email:

First Name

Last Name

Pronouns **She/Her**

Professional Credentials
* The professional credentials field is required.

Title
* The title format is invalid.

Company
* The company format is invalid.

Address Line 1
* The address format is invalid.

City
* The city format is invalid.

State/Province/Region **Choose A State**
* The state format is invalid.

Province/Region (if not US)

[Save](#)

Interest Categories

Please indicate your level of interest in each category as follows:
0 = low level of interest and 5 = high level of interest.

- Accreditation ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- Audit & Assessment ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- Information Technology ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- Inspector Development Academy ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- Quality Management ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- Standards ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
- FACT Staff Development Academy ☐ 0 ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5

You may upload a photo if you choose to do so or you may click on the “I don’t want to upload a profile image”

If you need to change your email address, contact our IT department at technologyservices@factglobal.org or call 402-625-7651

Enter your interest level in the following categories and the system will suggest course content and events for you.

Enter any remaining information highlighted in red. When done, click the **Save** button.