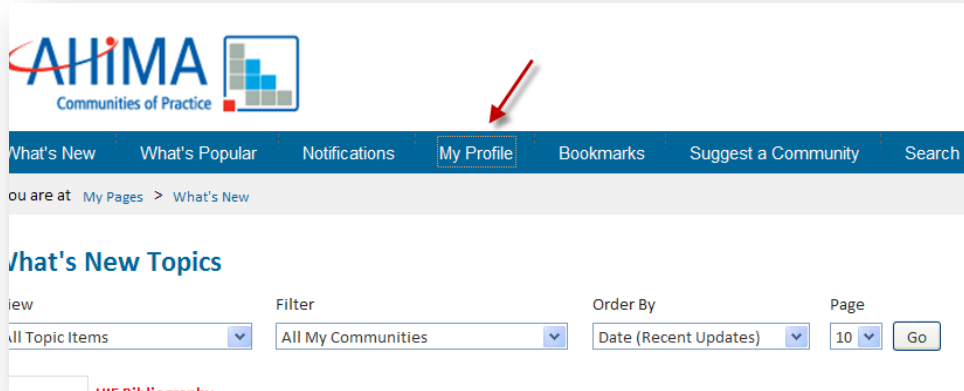


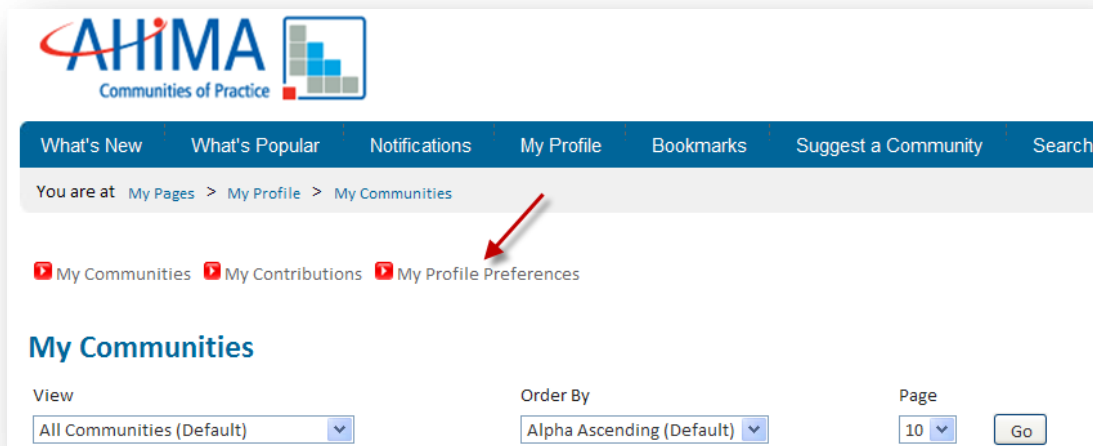


Getting Started in the CoP—Profile Settings

1. Click your **My Profile** link on the top toolbar of your **Personal Page**.



2. Choose **My Profile Preferences**.




3. Your basic profile information will appear. This information appears only for you. In this screen shot, a photo and bio appear. (See screen shot on next page.)

[My Communities](#)
[My Contributions](#)
[My Profile Preferences](#)

My Profile Preferences

[Click here to opt out of community e-blast emails.](#)

Carolyn Guyton-Ringbloom
MBA, RD



Hi, I am the Manager, Volunteer Services at AHIMA. I have been with the association since 2000. I work with the CoP as well as Professional Ethics Committee.

[Edit Profile Settings](#)

Business Address
233 N Michigan Ave Fl 21
Chicago, IL 60601-5519

Other Address
148 Gage Rd
Riverside, IL 60546-2360

Email
carolyn.guyton-ringbloom@ahima.org

You may opt-out or opt-in to receive e-blasts from Community Facilitators. We hope you find the information from Facilitators useful.


Your business, other address, and e-mail appear here. These are not shown to members unless you choose to reveal them. To do so, click on the **Edit Profile Settings**.

4. Then edit your Profile settings. This screen shot illustrates how to add new information.

My Profile Preferences

[Click here to opt out of community e-blast emails.](#)

Carolyn Guyton-Ringbloom
MBA, RD



Make Image Public

Upload picture by clicking browse

 (File size limit is 20 KB)

By checking the box I certify that I have the right to distribute this photo and it does not violate the terms of use.

Make Bio Public

DISPLAY THIS INFORMATION TO THE PUBLIC

Note: To change your address/e-mail/name, you must go back to myAHIMA and change it under 'My Profile/Dues Renewal'

Make Public

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Other Address
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Email
carolyn.guyton-ringbloom@ahima.org

Contributions List
 Communities List
 Participation Statistics
 Bookmarks List

You addresses and e-mail are not displayed to other members unless you allow it. Check the boxes to make these public. You may also share your contributions, communities, and bookmarks if you wish.

You may upload a photo by browsing to and selecting a photo. Check the permissions box and then click the **Submit Photo**. You may share a Bio with other members by checking the box and adding your information. When you are finished with all your changes, click **Update**.