

# SUNCOR

## How to Update your SunCares Profile

Quick Reference Guide



## Step 1: Accessing your profile

- Under your name select “My Profile”



The screenshot displays the SUNCOR user dashboard. The SUNCOR logo is in the top left. The user's name, "Hi Stephanie", is in the top right, with a dropdown menu open showing "My Profile", "Settings", and "Log out". The "My Profile" option is circled in red. Below the name, the "MY GIVING ACCOUNT" shows a balance of "CA\$900.00". The dashboard includes sections for "UPCOMING DONATIONS" (Credit Card/PayPal, To be processed on Fri, 01/27/2017) and "2017 PERSONAL PROGRESS" (Total Donations: CA\$100.00, Post-Secondary Matching Grant Remaining: CA\$1,000.00, This Year's Donation Outlook: CA\$100.00, Total Volunteer Hours: 0:00 hrs). A navigation bar at the bottom contains "My Dashboard", "Make a Donation", "Volunteer", "What's New", "Quick Links", and "Search".

## Step 2: Updating your profile

- Once in your profile there are many opportunities to personalize your account by:
  - Adding your T-shirt size
  - Adding your skills and interests to easily find organizations you care about

**My Profile** Account/Profile Settings ▾

**My Info**

<b>Username</b>	StephanieM
<b>Email</b>	smelville@suncor.com
<b>Employee ID</b>	StephanieM
<b>T-Shirt Size</b>	+ Add T-shirt Size

**My Skills** Edit

+ Add Skills

**My Interests** Edit

+ Add Interests

**About Me** Edit

+ Add About Me Text

**My Initiatives** View All

**Navigation Menu:**

- My Profile
- My Initiatives
- My Rewards
- My Match Requests
- My Donation Receipts

**Profile Summary:**

Stephanie Melville  
Calgary, Alberta

[Edit Picture](#)

## Step 2: Updating your profile

- Under Account/Profile Settings is a drop-down menu with more opportunities to personalize your account
- Click through the options to update:
  - Preferred email to receive communications from the SunCares program
  - Your local time zone
  - Notification preferences about Rewards and important dates
  - Search location to target nearby opportunities
  - Default privacy settings

