How to Setup a Profile in the Forged System for the INRF/BION

*Failure to setup and maintain complete profile successfully will prevent lab access, so it is imperative that your profile is up to date and complete.

Either go to the link https://inrf.forged.systems/dashboard/profile/ ,

Or from anywhere in the Forged system, on the Left side above the Navigation Panel is the Profile Panel with your name. Below your name is a **settings** button. This area and section looks like this but with your name instead of Peter Anteater:
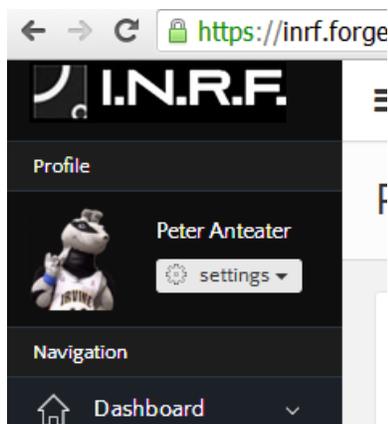
The setting button looks like this:
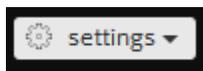
Click the **settings** drop down menu and click the **Profile** option. Doing so will take you to your Profile which will look something like this but with your personal information:
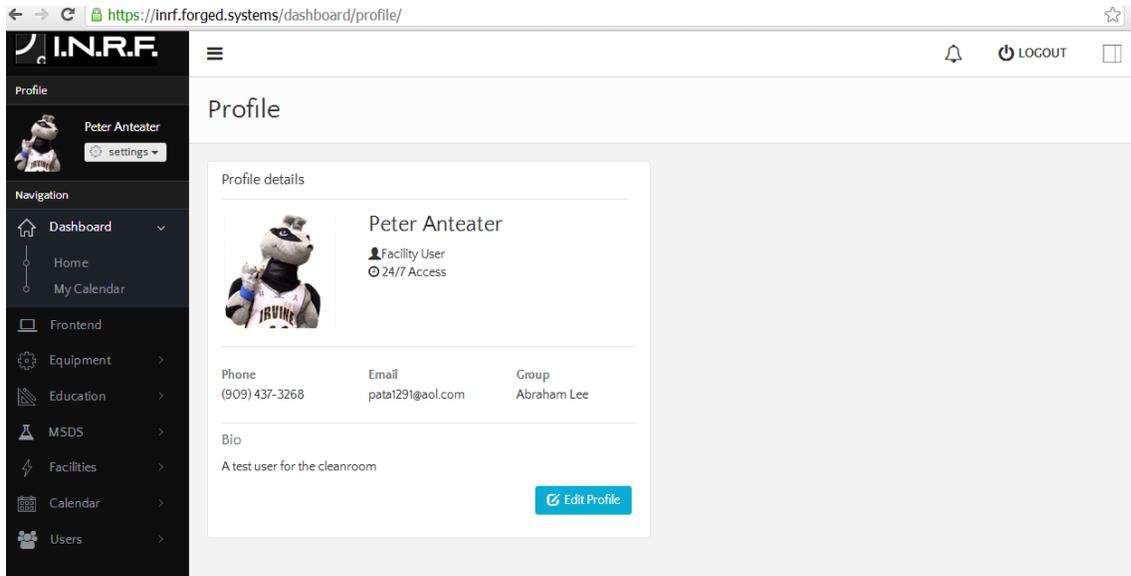
To edit your profile, click the **Edit Profile** button found in the lower right hand corner of your profile in blue.

The **Edit Profile** button looks like this:

Once clicked the screen will look like this:
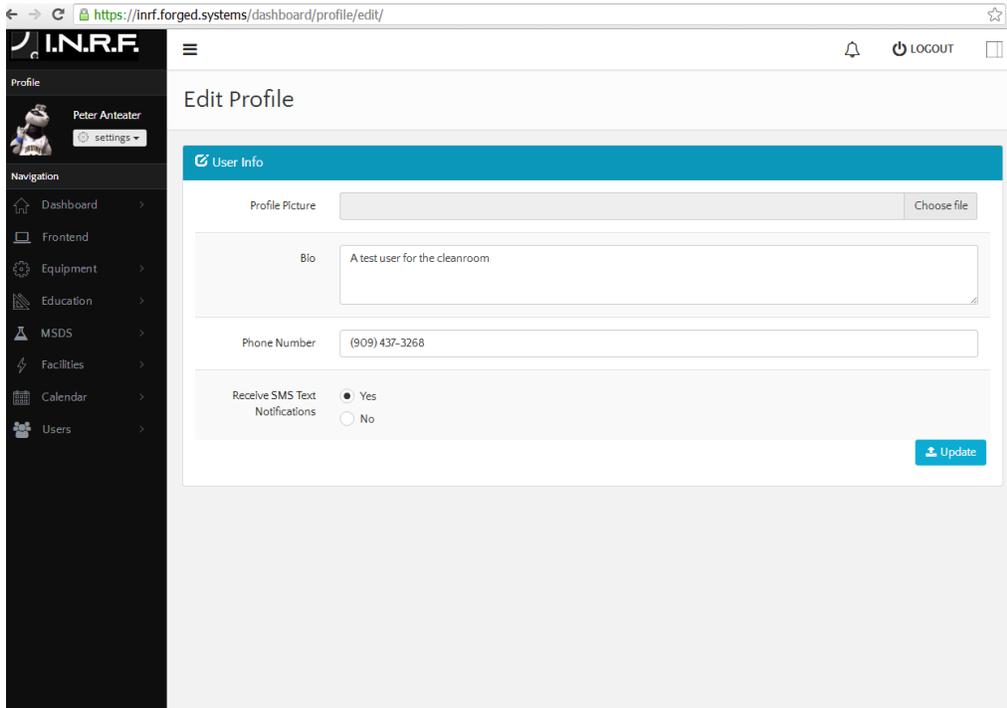
Be sure to complete the following items to fully update and complete your Profile.

1. Profile Picture
2. Bio
3. Phone Number
4. Your choice to receive SMS text notifications

When these entries are complete click the blue **Update** button in the lower right hand corner.

The blue Update button looks like this: **⬆ Update**

When the Update button is clicked, your updated Profile will appear and look like this but with your personal info: