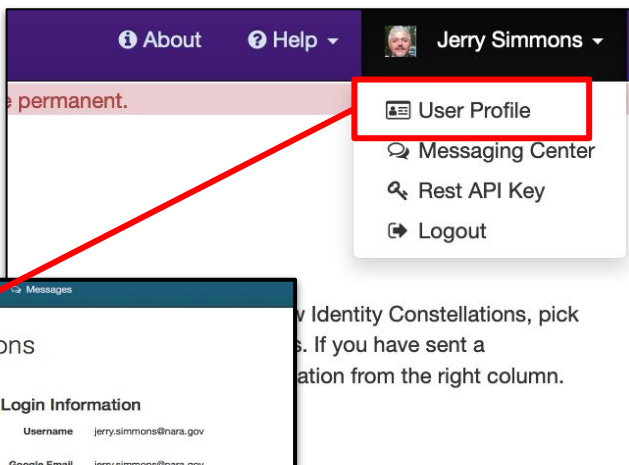


User Interface and Account Information

Login & Password

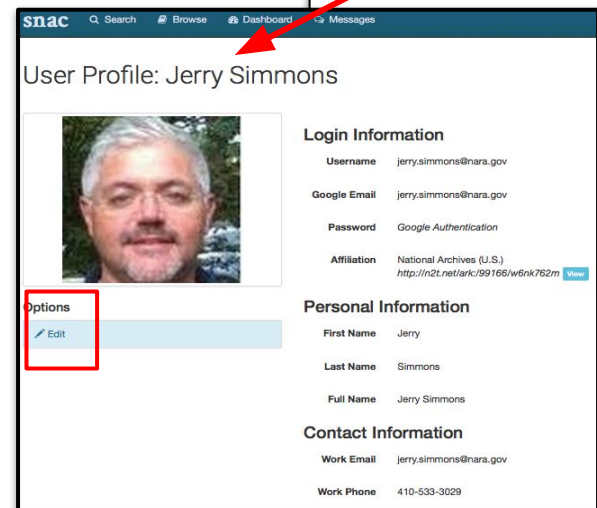
Navigate to <http://snac-dev.iath.virginia.edu/> and select Login at the top right; then navigate to **User Profile**



Click the **Edit button** (just under the profile photo) to begin making changes as necessary.

Please note: your **Affiliation** is linked to a search in SNAC. Follow the prompts to find your agency (corporate body) and add it to your profile.

When you've finished editing your profile, click the **Save** button.



Messages

To reach your personal SNAC Messages inbox, click the **Messages** as a menu feature on the SNAC Dashboard to reach the Messaging Center.

Open a **New Message** and address it to another SNAC user by starting to type the recipient's name into the **To** line.

SNAC starts searching for the user name in the system and auto-fills the rest.

Add a **Subject line**, then continue to write the message. Basic editing functions are available from the text box menu. Click **Send** when done.

