



TUTORIAL

Creating a Facebook Account and Profile

1. Visit **www.facebook.com** and create a personal account by filling in the required fields as well as entering the encrypted password provided by Facebook.
2. Once you have entered your information, Facebook will send you a confirmation e-mail to the address you provided in the setup. Click on the link within the e-mail to begin personalizing your new Facebook account.
3. Facebook will take you through a series of steps in which you can add as much or as little personal information as you want. This information includes the names of the high school and college you graduated from, your current company/employer, city/town and regional network that you identify with the most. Joining a network allows you to view profiles of those in your region and they can see your profile all in an effort to connect or network.
4. Once you have completed the initial steps, the next screen will ask you if you want to find people you know or if you would like to view and update your profile. For this tutorial, we will update your profile page.
5. To update your profile, click on your name in the top blue banner. Next click on the "Info" tab on your profile page and then click on the "Edit Information" link. Here you can enter as much personal information as you are comfortable with within each of the four sections—Basic Information, Personal Information, Contact Information, and Education and Work. Remember to click on the "Save Changes" button located at the end of each section. When all information has been entered, click on the "Done Editing" button.
6. Many members choose to add a picture to their profile. To do this, place your mouse on the photo and click on the "Change Picture" link and then select "Upload a Picture" from the resulting drop-down menu. When the "Upload Your Profile Picture" pop-up box opens, click on the "Browse" button to locate your chosen photo. Once you have selected your profile photo, it will now appear on your Profile Page. Edits to your Profile Page can be made at any time.

