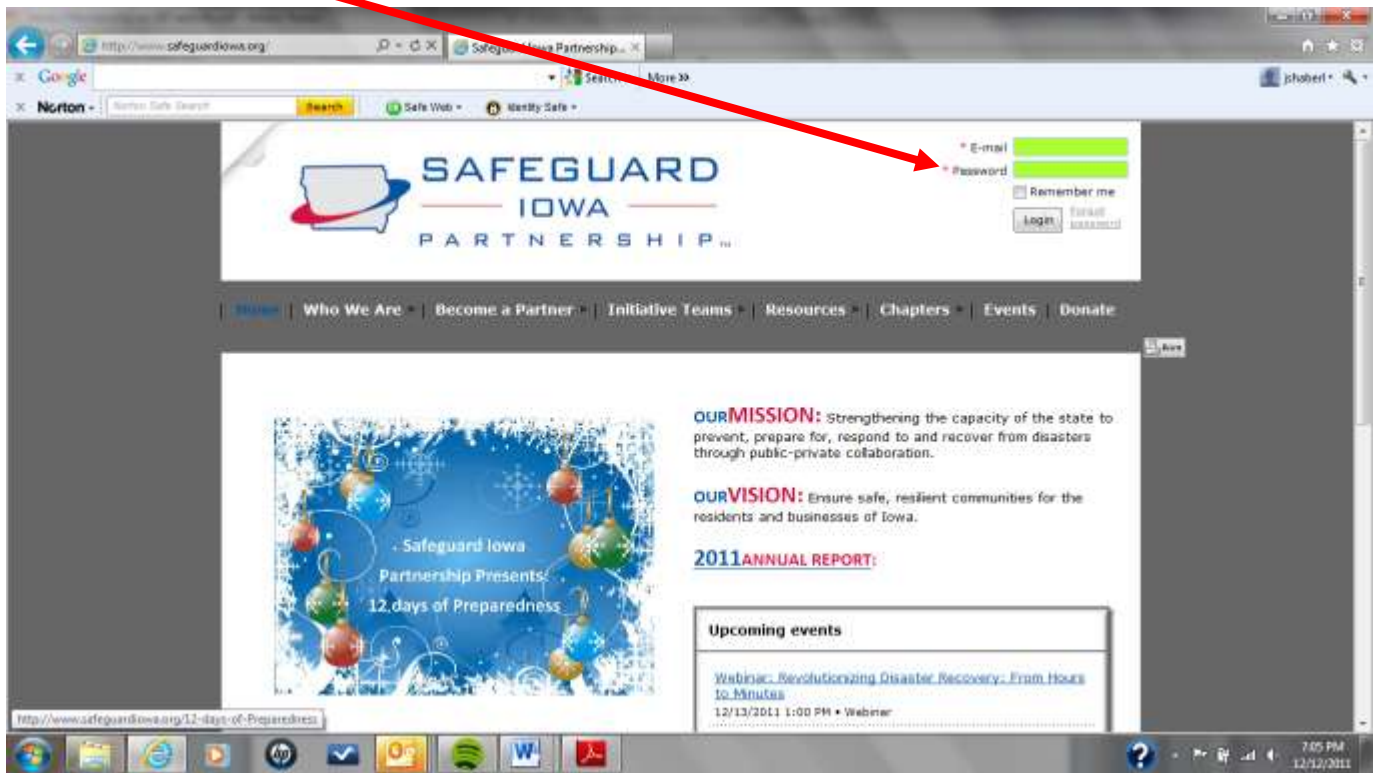
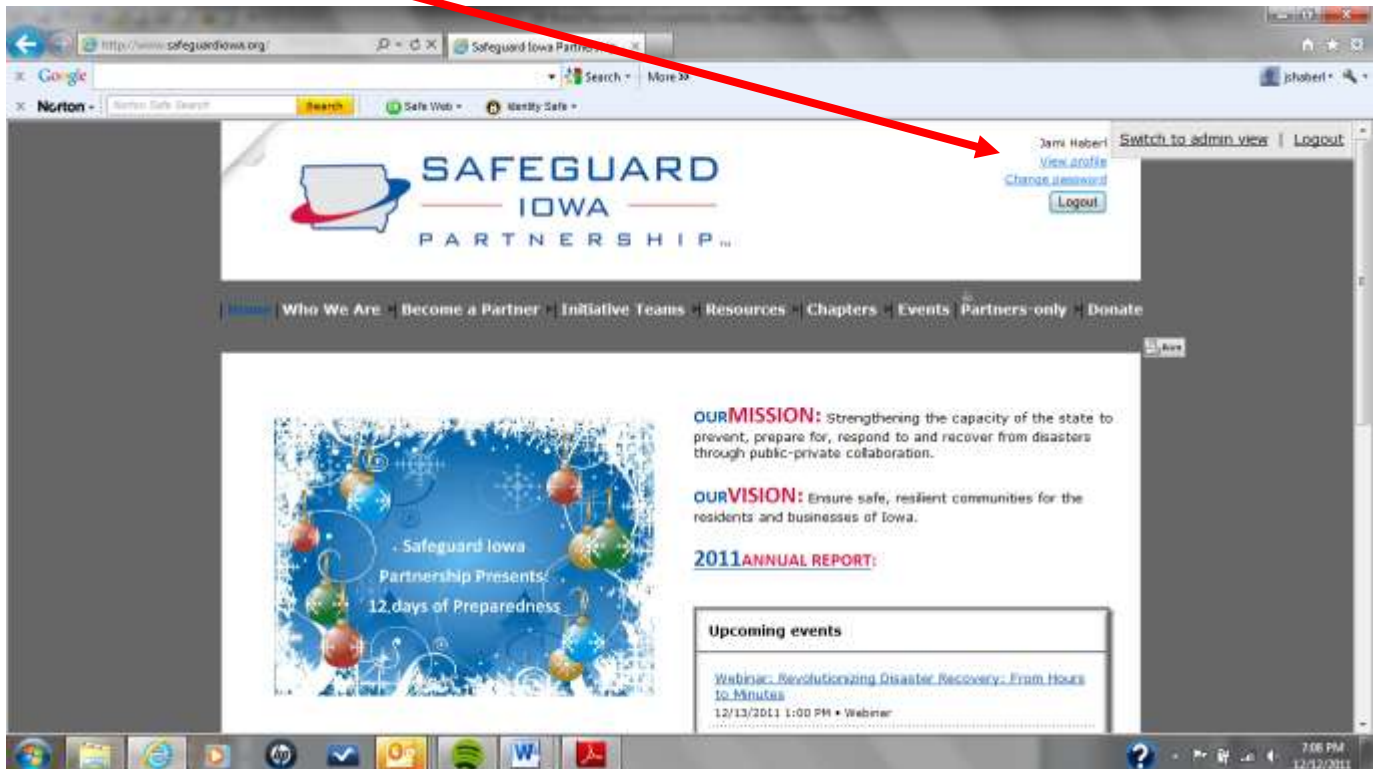


Steps for updating Safeguard Iowa Partnership Profile

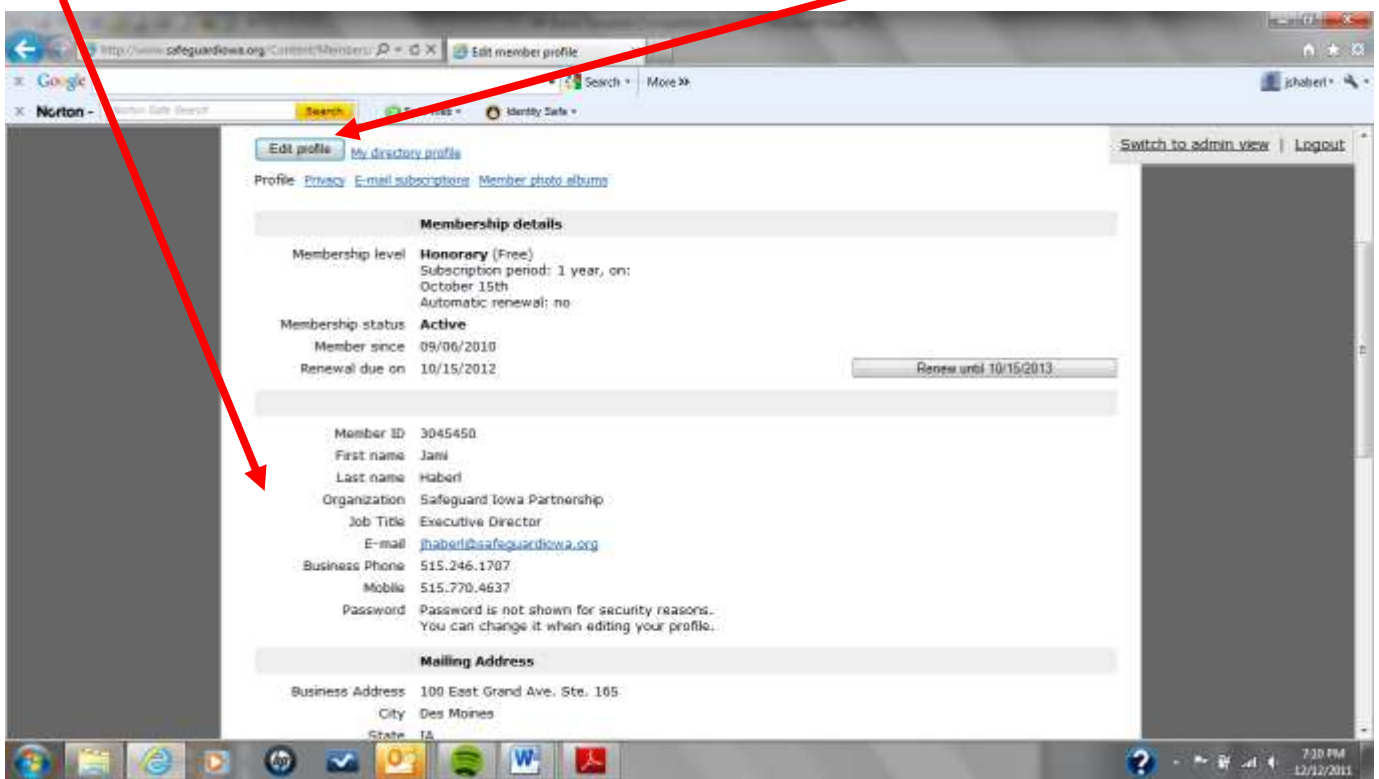
1. Go to www.safeguardiowa.org and log in at the top, right-hand side with your **username** (work e-mail) and **password**. If you have forgotten your password, click on **forgot password** and one will be sent to your e-mail.



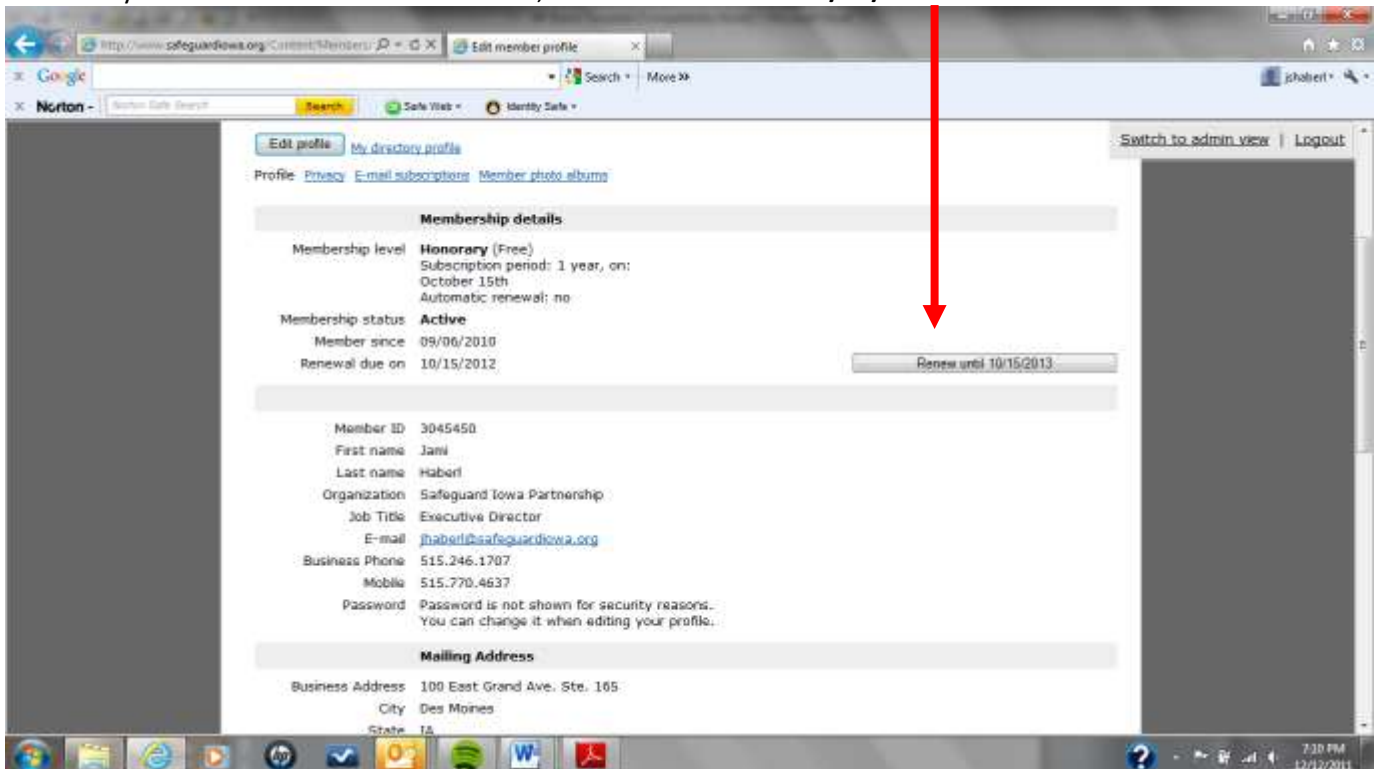
2. Click on **View Profile**.



3. **Review your profile** to ensure your contact information (name, title, organization, address, e-mail, phone numbers) are current. If information needs updated, click **Edit Profile**.



4. Once your contact information is correct, click on **Renew until 10/15/2012**.



5. If at anytime throughout the year your contact information should change, update your profile using the steps above.