1. Navigate to www.alumni.anderson.ucla.edu

2. Select the My Profile link on the left side of the screen.

3. To update your profile, select either the Update Profile link on the left or the Update Your Profile link in the center of the screen.

4. If prompted, log into your UCLA Anderson account. Enter your user ID in the Anderson UserID field. Your user ID is First Name (space) Last Name, example: joe bruin. Use the name that you used when you were a student at UCLA Anderson (e.g James instead of Jim, or maiden name instead of married).

5. Enter your password in the Password field. Your password is the last four digits of your social security number, example: 1919 or your 9-digit student ID number. If you need assistance with your password, please contact alumni.office@anderson.ucla.edu or call: 1-800-333-ALUM.

6. Click the Sign On button.
7. Locate the **Additional contact information** section on your profile. It is the third group down after General and Electronic mail.

8. Locate the **LinkedIn profile** field.

9. Open a new browser tab and navigate to [www.linkedin.com](http://www.linkedin.com).

10. Log into your LinkedIn account, if necessary.

11. Select the **Profile** menu in the upper LinkedIn menu bar and choose the **View Profile** option.

12. Locate your profile address in the first section below the **Improve your profile** button and to the left of the **Edit** and **Contact Info** options.

13. Highlight and copy the profile address.

14. Return to the browser tab displaying your UCLA Anderson profile.

15. Click inside the **LinkedIn profile** field.

16. Paste the address into the field.

*Follow steps 17-25 to add a Facebook profile link, otherwise skip to step 26.*

17. Return to the browser tab displaying your LinkedIn profile.


19. Log into your Facebook account, if necessary.

20. Click on your profile name in upper left or top right of screen.
21. Locate your Facebook profile address in the browser address bar.

22. Highlight and copy the profile address.

23. Return to the browser tab displaying your UCLA Anderson profile.

24. Click inside the Facebook profile field.

25. Paste the address into the field.

26. Scroll to the bottom of the profile screen and click the Submit button.

27. From now on, people who search for your profile in the UCLA Anderson Directory will see a direct link to your social media profiles.

...and please update the rest of your profile so classmates can reach you!