

## My Profile

### Editing your profile

To access your profile, click on your name in the top right-hand corner of the page. You then have four options for managing your profile:

**Edit Profile:** On this page, you can change your username and password, edit your contact details, and suspend your email alerts. Once any changes have been made, scroll down to the bottom of the page and click 'Save' to commit to them.

**Email Alerts:** See below for further instruction on how to manage your email alerts.

**Articles: Saved searches and bookmarks:** Here, you can view a list of all of the saved article searches and bookmarks on your account.

**Funding: Saved searches and bookmarks:** Here, you can view a list of all of the saved funding searches and bookmarks on your account.

### Editing your email alerts

You have full control over the email alerts that are sent to you from \*Research Professional. You can access your email alerts page either through your profile (see above), or from directly clicking on the 'Email alerts' in the top right-hand corner of the page.

In the Email alerts page, you will see a list of all the emails you are eligible to receive from \*Research Professional, including personal alerts from saved searches, news article categories, publications, and any magazines created by your administrators. Check the box next to an item to include it in your alerts or uncheck it to remove it.

All of the changes made on this page are recorded as soon as you make them.

### Multiple alerts profiles

By default, all of your email alerts based on saved searches will be sent in one email for each type of content (opportunities and articles), regardless of how many searches you have contributing to your alerts.

If you want to split your alerts into multiple emails, you can do so by creating a new alerts profile. To do this:

**Click the “Create new profile” button;**

**Enter a name for the profile;**

**Select the searches you would like to contribute to your new alerts profile.**

You can create as many alerts profiles as you like. Each will generate a separate email alert and each can have a different selection of searches selected within it. You can see all of your alerts profiles listed at the bottom of the page. Toggle

between them by clicking on their names.