

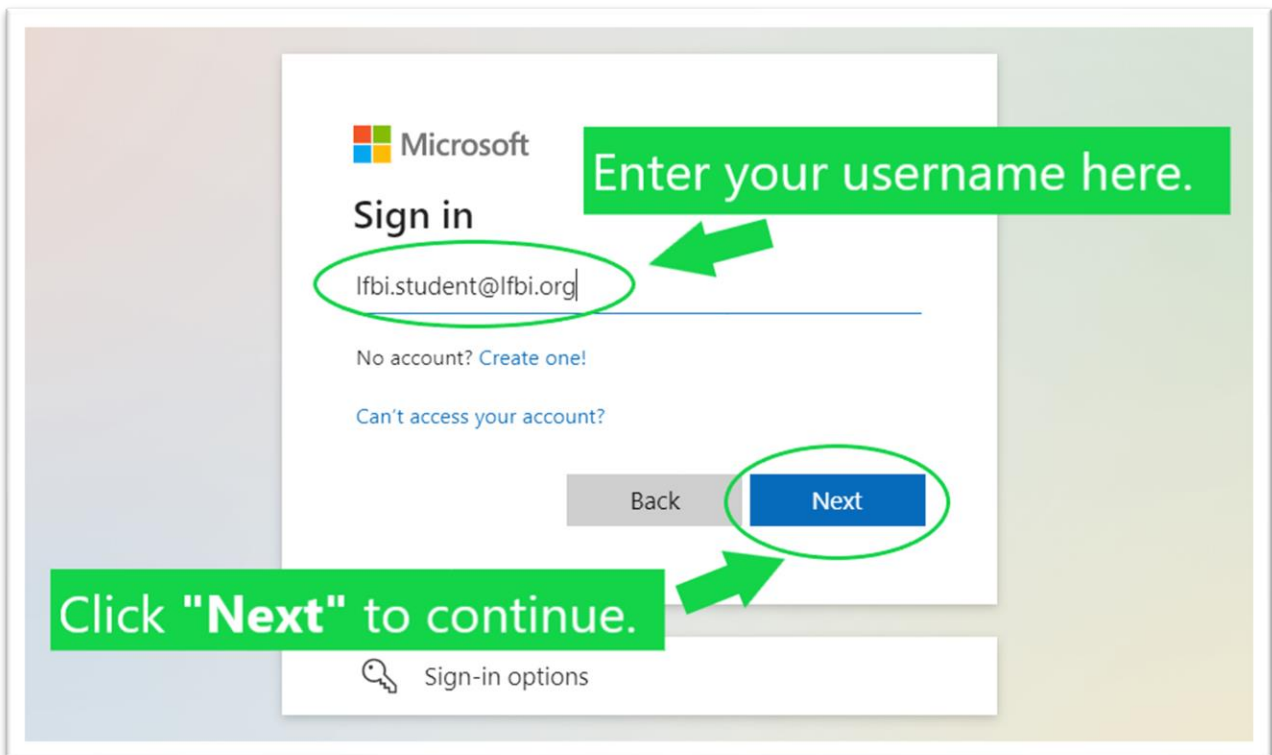
How To Update Your LFBI Profile

UPDATING YOUR MICROSOFT ACCOUNT

Click here to begin editing your Microsoft Account:
<https://outlook.office365.com/ecp/PersonalSettings/EditAccount.aspx>

STEP ONE: Logging in to your Microsoft Account.

Once you have clicked the link above, you will be prompted to log in to your Microsoft Account. You will need to enter the username provided to you in your Welcome E-mail. (Usernames are formatted as [firstname.lastname@lfbi.org](#).)



The screenshot shows the Microsoft Sign in page. The Microsoft logo is at the top left. Below it, the text "Sign in" is displayed. A text input field contains the email address "lfbi.student@lfbi.org", which is circled in green. A green arrow points from a green box above the field to the input field. Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in area, there are two buttons: "Back" and "Next". The "Next" button is circled in green, and a green arrow points from a green box below it to the "Next" button. At the bottom of the page, there is a "Sign-in options" link with a key icon.

Microsoft

Sign in

lfbi.student@lfbi.org

No account? [Create one!](#)

Can't access your account?

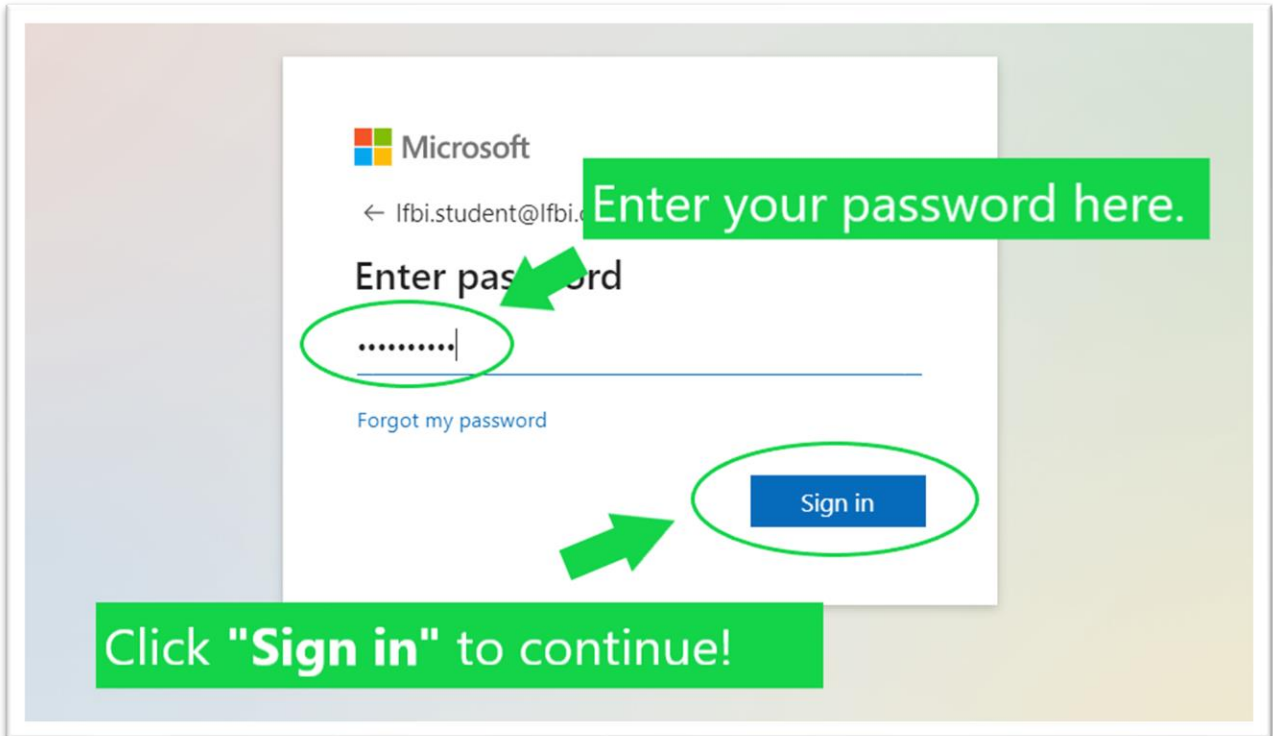
Back Next

Sign-in options

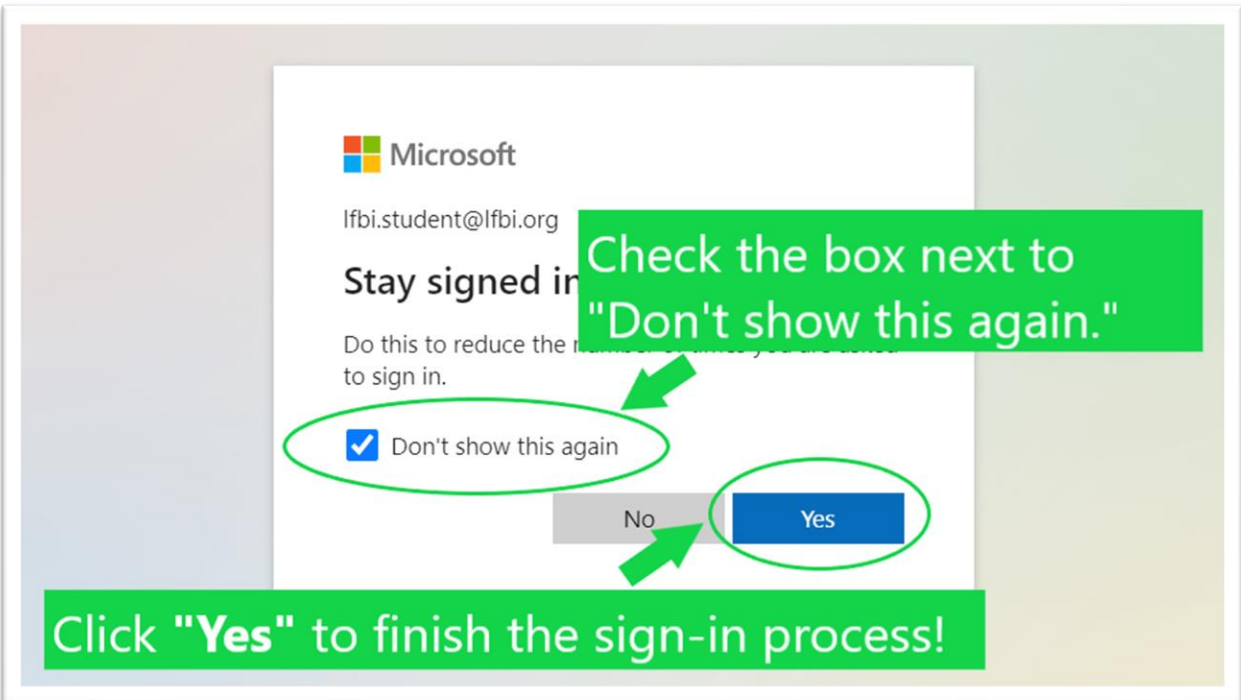
Enter your username here.

Click "Next" to continue.

Next, enter your password and click **"Sign in."** **NOTE:** If you are having troubles with your password, please contact rbagunu@lfbi.org for log-in assistance.



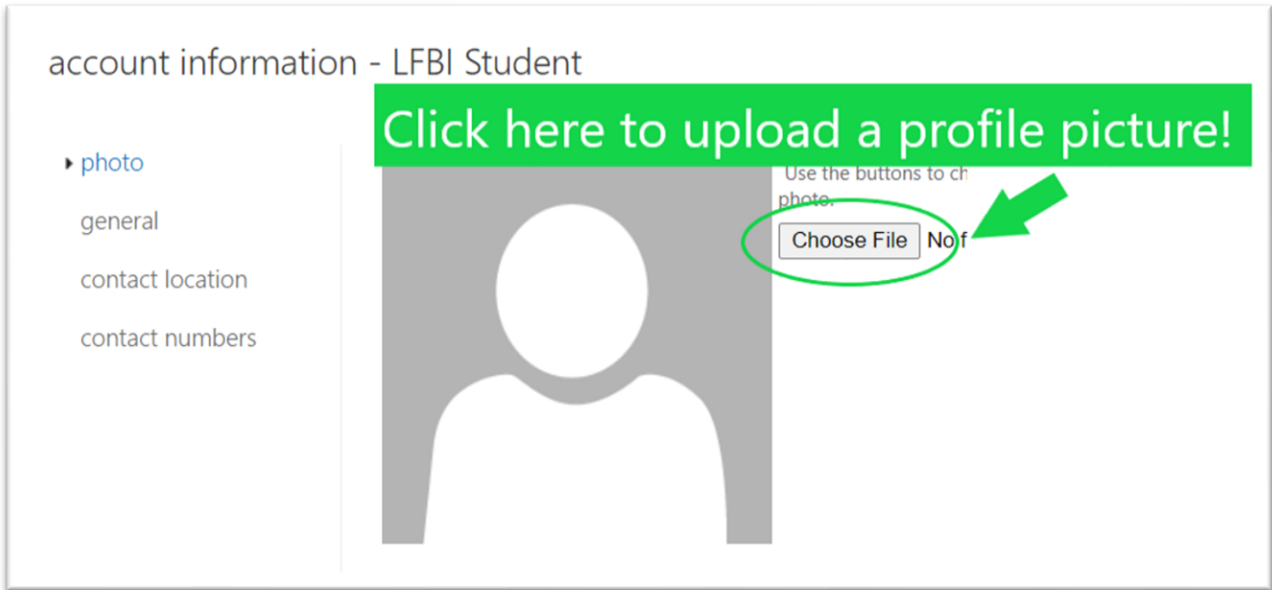
If prompted, check the box next to "Don't show this again." and click **"Yes"**.



STEP TWO: Updating your Microsoft Account.

There are four menus for updating your information: **“photo”**, **“general”**, **“contact location”**, and **“contact numbers”**.

Under **“photo”**, please upload a current profile picture.



Under **“general”**, you can change your Display name. (If you would like to change your User ID, please contact rbagunu@lfbi.org)

The screenshot shows the 'account information - LFBI Student' page with the 'general' menu selected. The form contains the following fields:

- First name: LFBI
- Initials: (empty)
- Last name: Student
- *Display name: LFBI Student
- User ID: lfbi.student@lfbi.org

Under “**contact location**”, please fill out your current address.

account information - LFBI Student

- photo
- general
- ▶ **contact location**
- contact numbers

Street:

City:

State/Province:

ZIP/Postal code:

Country/Region:

Office:

Under “**contact numbers**”, please provide a current phone number.

account information - LFBI Student

- photo
- general
- contact location
- ▶ **contact numbers**

Work phone:

Fax:

Home phone:

Mobile phone:

CRITICAL: Don't forget to hit "**Save**" at the bottom of the page when you are done filling out your information!

account information - LFBI Student

photo

general

contact location

▶ [contact numbers](#)

Work phone:

Fax:

Home phone:

Mobile phone:

CRITICAL:
Click here to save your changes!

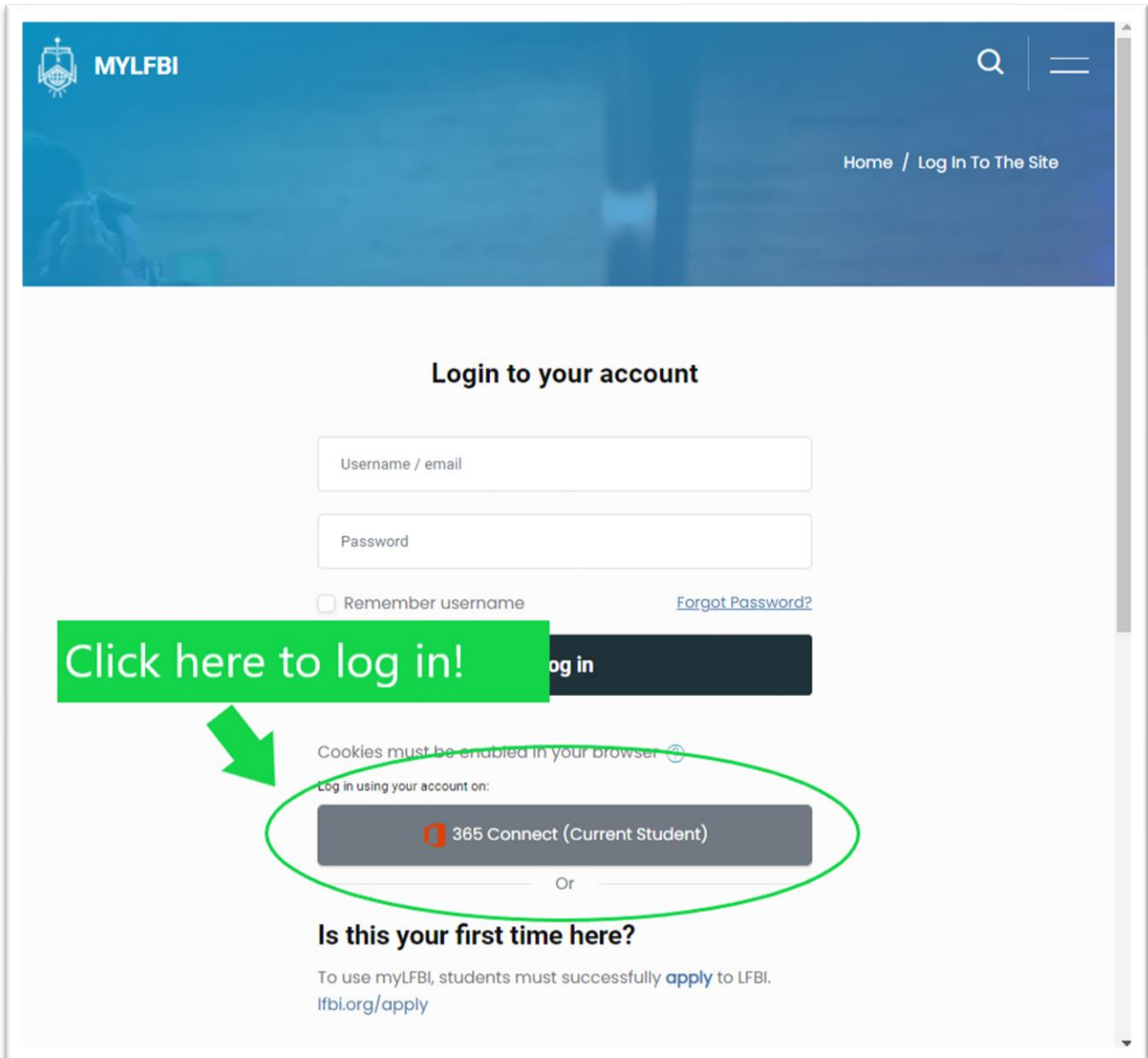
UPDATING YOUR MYLFBI ACCOUNT

Click here to begin editing your MyLFBI Account:

<https://mylfbi.org/user/edit.php?>

STEP ONE: Logging in to your MyLFBI Account.

Since you are already signed in to your Microsoft Account, all you will need to do is click the “365 Connect” button on the login page.

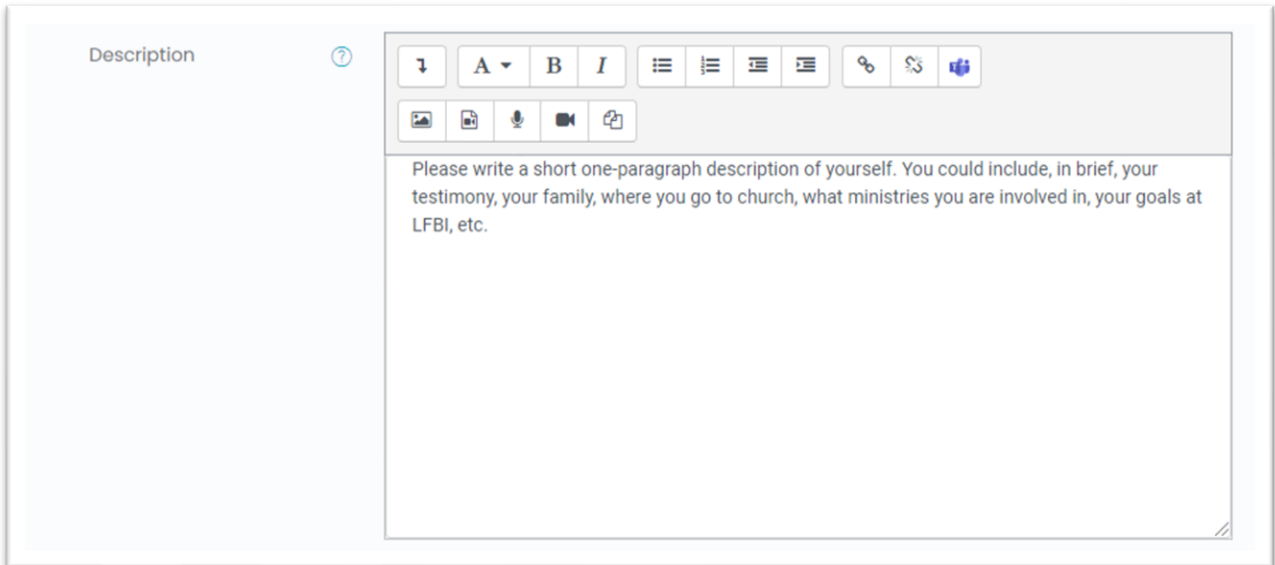


The screenshot shows the MyLFBI login interface. At the top left is the MyLFBI logo. At the top right are search and menu icons. Below the header is a navigation bar with "Home / Log In To The Site". The main heading is "Login to your account". There are two input fields: "Username / email" and "Password". Below these are a "Remember username" checkbox and a "Forgot Password?" link. A dark blue "Log in" button is present. A green callout box with the text "Click here to log in!" has a green arrow pointing to the "365 Connect (Current Student)" button, which is circled in green. Below the login options is a section titled "Is this your first time here?" with a link to "lfbi.org/apply".

STEP TWO: Updating your MyLFBI Account.

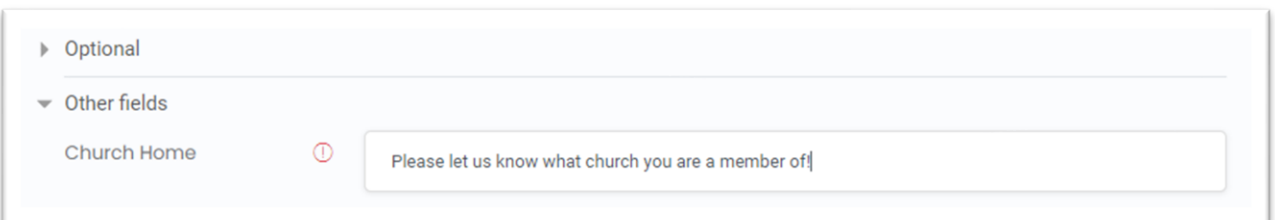
There are two fields you will need to update on MyLFBI. Please scroll down to update your **Description** and your **Church Home**. Don't forget to click "Update profile" at the bottom of the page when you are done!

Under "**Description**", please write a short one-paragraph introduction to yourself. You could include your testimony, your family, where you go to church, what ministry you are involved in, what your goals are at LFBI, etc.



NOTE: If you are not yet enrolled in your courses, the "Description" field will not be available for your profile.

Under "**Church home**", please let us know what local church you are a member of!



CRITICAL: Don't forget to click "Update profile" at the bottom of the page to save your changes!

The screenshot shows a web form for updating a profile. At the top, there is a section for uploading a picture, titled "New picture". It includes a file upload area with a "Files" label and a dashed box containing a blue arrow pointing down, with the text "You can drag and drop files here to add them." Above this area, it says "Maximum file size: 128MB, maximum number of files: 1". Below the upload area is a text input field for "Picture description".

A large red callout box is overlaid on the form, containing the text: **CRITICAL: Click "Update profile" to save your changes!** A red arrow points from the bottom left of this box to the "Update profile" button. The "Update profile" button is circled in red. To the right of the "Update profile" button is a "Cancel" button.

Below the buttons, there is a section for "Other fields" with a dropdown arrow. The first field is "Church Home", with a red circle around its label and a red arrow pointing to it. The input field contains the text "Please let us know what church you are a member of|".

At the bottom of the form, there is a note: "There are required fields in this form marked ⓘ".

Any questions or difficulties? Please contact rbagunu@lfbi.org for assistance. Thanks for updating your profile!