

SUNCOR

How to Update your SunCares Profile

Quick Reference Guide



Step 1: Accessing your profile

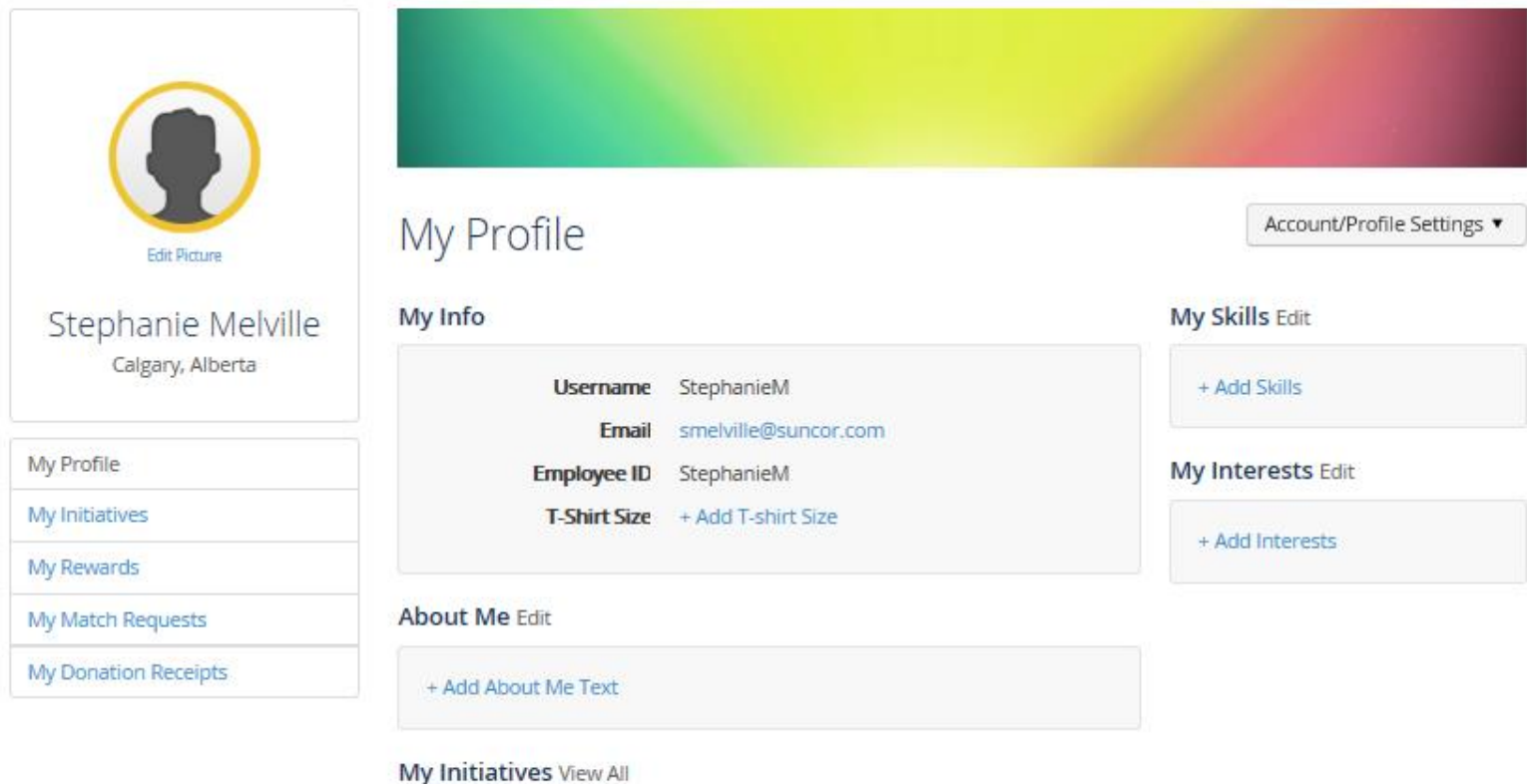
- Under your name select “My Profile”



The screenshot displays the SUNCOR user dashboard. At the top left is the SUNCOR logo. In the top right, the user's name 'Hi Stephanie' is shown next to a profile icon, which is circled in red. A dropdown menu is open below the name, listing 'My Profile', 'Settings', and 'Log out'. The 'My Profile' option is highlighted. To the left of the dropdown, the 'MY GIVING ACCOUNT' is listed as 'CA\$900.00'. Below the dropdown, there are sections for 'UPCOMING DONATIONS' (Credit Card/PayPal, To be processed on Fri, 01/27/2017) and '2017 PERSONAL PROGRESS' (Total Donations: CA\$100.00, Post-Secondary Matching Grant Remaining: CA\$1,000.00, This Year's Donation Outlook: CA\$100.00, Total Volunteer Hours: 0:00 hrs). At the bottom, a navigation bar contains links for 'My Dashboard', 'Make a Donation', 'Volunteer', 'What's New', 'Quick Links', and 'Search'.

Step 2: Updating your profile

- Once in your profile there are many opportunities to personalize your account by:
 - Adding your T-shirt size
 - Adding your skills and interests to easily find organizations you care about



The screenshot displays a user profile interface. On the left is a vertical navigation menu with options: My Profile, My Initiatives, My Rewards, My Match Requests, and My Donation Receipts. The main profile area features a circular profile picture placeholder with a silhouette and an 'Edit Picture' link. Below the picture, the name 'Stephanie Melville' and location 'Calgary, Alberta' are shown. A horizontal banner with a green-to-red gradient is positioned above the 'My Profile' heading. To the right of the heading is an 'Account/Profile Settings' dropdown menu. The 'My Info' section contains a table of user details: Username (StephanieM), Email (smelville@suncor.com), Employee ID (StephanieM), and T-Shirt Size (+ Add T-shirt Size). Below this is an 'About Me' section with an 'Edit' link and a '+ Add About Me Text' button. On the right side, there are two sections: 'My Skills' with an 'Edit' link and a '+ Add Skills' button, and 'My Interests' with an 'Edit' link and a '+ Add Interests' button. At the bottom left of the main area, there is a 'My Initiatives' section with a 'View All' link.

My Profile Account/Profile Settings ▾

My Info

Username	StephanieM
Email	smelville@suncor.com
Employee ID	StephanieM
T-Shirt Size	+ Add T-shirt Size

My Skills Edit

+ Add Skills

My Interests Edit

+ Add Interests

About Me Edit

+ Add About Me Text

My Initiatives View All

Step 2: Updating your profile

- Under Account/Profile Settings is a drop-down menu with more opportunities to personalize your account
- Click through the options to update:
 - Preferred email to receive communications from the SunCares program
 - Your local time zone
 - Notification preferences about Rewards and important dates
 - Search location to target nearby opportunities
 - Default privacy settings

