



Association of
Career **Professionals**
INTERNATIONAL

The World's Voice on Career Issues

Updating your Expertise on our Website

Log onto ACP International's site www.acpinternational.org

Choose Members World

Choose update Member Information

You will then be prompted for your user name and password

Your user name is your email address, in all lower case. Your password is acp.

Choose Update Member Expertise

The first section allows you to enter your biography that will be displayed online in our AP International Experts Section. If you scroll to the bottom of the page and you will see the sentence, "Expertise (select as many as apply)"

You can choose as many expertise as you wish. To do this, hold down on the ctrl button on your computer (located at the bottom left corner of your keyboard). Please note, if you are using a Macintosh computer, you will use the command key instead of the 'ctrl key) While holding down on this button, use your mouse to select as many expertise as you would like. When you have finished making this selection, hit submit.

Your details are posted immediately. To view them, choose "Find a Career Services Experts" and search on the location/expertise that matches you.