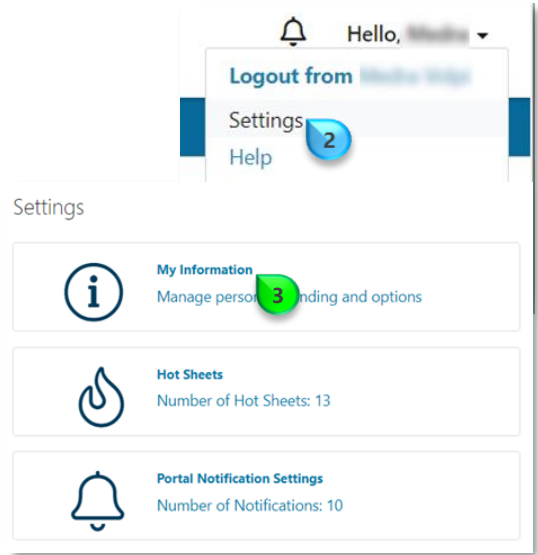


Include / Exclude Components of the Portal Profile

Click the *expand collapse arrow* next to your name **1**

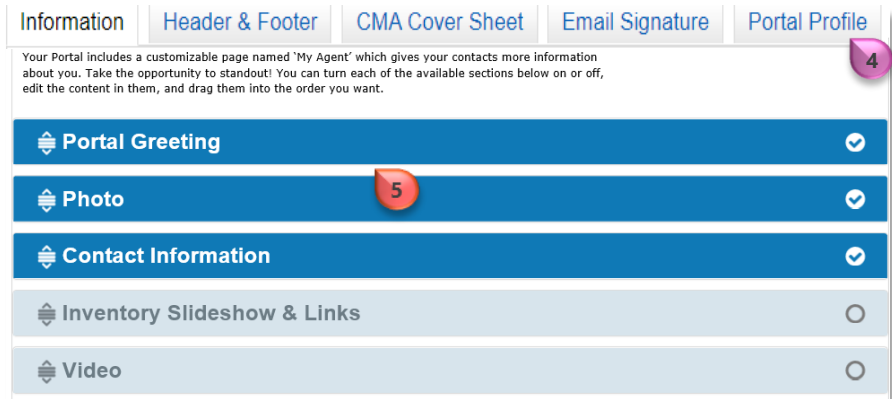
Select "**Settings**" **2**

Click "**My Information**" **3**

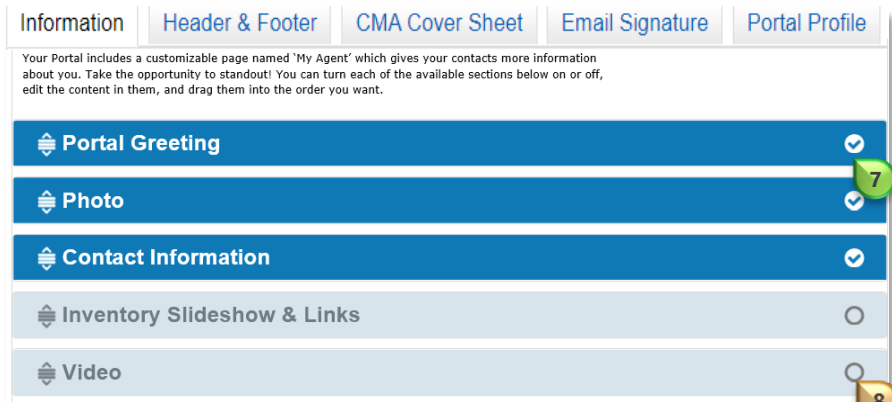


Click "**Portal Profile**" **4**

Dark blue bars indicate that a section currently displays on the *Portal Profile* **5**



Light blue bars indicate that a section has been *excluded* from the *Portal Profile* **6**



Click on a *checkmark* to *remove* sections from the *Portal Profile* **7**

Click on an empty *radio button* to *include* sections on the *Portal Profile* **8**