



My business already exists in the Directory Search. How can I edit my business profile?

If your business is already listed in the Directory Search, you still need to register a new user account with the Diversity in Action website in order to edit your profile. You can create a new account by clicking the link below:

<http://www.diversityinaction.org/user/register>

The screenshot shows the "User account" registration page. At the top, there are three buttons: "Create new account", "Log in", and "Request new password". Below these are two input fields: "Username" and "E-mail address". The "Username" field has a note below it: "Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores." The "E-mail address" field has a note below it: "A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail." At the bottom of the form, there is a "Create new account" button.

Figure 1: The Diversity in Action account registration screen

Upon completion of your registration, you will need to contact Diversity in Action by e-mail at info@diversityinaction.org or by phone at (318) 449-5107 so we can assign your business profile to the account you just set up.

DO NOT create a new business profile.



I've created a new user account. How do I log in to edit/update my profile?

The login link is in the site's footer on the left side.



Figure 2: The login link

Simply click the "Login" link and sign in using the name and password you set when creating your account.