

How to update your Personal details, Profile and CPD points on your website Dashboard

1. Find the 'Member Login' to <u>www.surveyspatialnz.org</u> at the top of the page.



2. Login with your email and password details.



3. 'Member Login' will be replaced with 'Dashboard' at the top of the page. Click on 'Dashboard.



4. Click on 'Personal Details' on the right hand-side on the Dashboard to update your personal information.



5. Edit your personal details and save.

Mr	Edit Your Details
Title :	-
First Name :	No.
Middle Names :	
Last Name :	
Gender :	-
Qualifications :	
Post Nominal :	
Preferred Name :	No. 10
Date of Birth :	100.00
Job Title :	Tools 17 Terrary Technic
Contact details	
Email :	
Secondary Email :	
Web site :	
Tel Business :	

6. You can also create and edit your own 'Profile' with a bio or any relevant information you want to share .

Survey and Spatial New Zealand	SEARCH Q PUBLIC - NEWS AND EVENTS -	DASHBOARD Logout CAREERS AND EDUCATION - MEMBE	Hello Max
🕷 🕐 Home			
-	My Membership	CSNZ Membership	IN THIS SECTION Your Dashboard
My Details	Member Number: #3029 Class: S+SNZ Staff Status: Current Expires: 01 Jan 2099	Company Name: Survey and Spatial NZ Membership Status: WillRenew APPLY FOR CORPORATE MEMBERSHIP >	Personal Details Change Password Addresses Edit Profile Upload Image Membership
Full Name: Max Will	ACCOUNT BALANCE >	My Organisations	Account Tickets Mailing Lists
Email: max@surveyspatialnz.org	My Groups	Survey and Spatial NZ	Privacy
UPDATE MY DETAILS > CHANGE MY PASSWORD >		Survey and Spatial New Zealand	Companies
EDIT MY PROFILE > CHANGE MY PRIVACY SETTINGS >	WOMEN IN SPATIAL > MANAGE ORGANISATIONS > Chapter AUCKLAND BRANCH >		Chapter

7. You can also determine what information the public can see about you on the website

in your 'Privacy' settings. This is good for people looking for a surveyor or a member in the website contact lists.

-			IN THIS SECTION
	My Membership	CSNZ Membership	Your Dashboard
			Personal Details
	Member Number: #3029	Company Name:	Change Password
1000	Class:	Membership Status:	Addresses
	S+SNZ Staff	WillRenew	Edit Profile
	Status: Current	APPLY FOR CORPORATE MEMBERSHIP >	Upload Image
My Dotails	Expires: 01 Jan 2099		Membership
			Account
Full Name:	ACCOUNT BALANCE >	My Organisations	Tickets
mail:			Mailing Lists
nax@surveyspatialnz.org			Privacy
	My Groups	Survey and Spatial	Emails
JPDATE MY DETAILS > CHANGE MY PASSWORD >		New Zealand	Companies
DIT MY PROFILE >	WOMEN IN SPATIAL >	MANAGE ORGANISATIONS >	Chapter
CHANGE MY PRIVACY SETTINGS >	AUCKLAND BRANCH >		CPD History
ACCESS MY EMAILS >	PROFESSIONAL STREAM >		Qualifications
	CANTERBURY BRANCH >	N. D. (Unitstandards
	CENTRAL OTAGO BRANCH >	my Preferences	

8. Add all your CPD points. Events booked through our website are usually credited automatically by the system. However, it is your responsibility to make sure your points are up to date.

🕫 / Home IN THIS SECTION My Membership CSNZ Membership Your Dashboard Personal Details Member Number: Company Name: Survey and Spatial NZ Change Password #3029 Addresses Membership Status: Clas WillRenew S+SNZ Staff Edit Profile Status: Current APPLY FOR CORPORATE Upload Image MEMBERSHIP > Expires: 01 Jan 2099 My Details Membership Account ACCOUNT BALANCE > Full Name: Max Will Tickets My Organisations Mailing Lists Email: Privacy My Groups Survey and Spatial NZ Emails Survey and Spatial UPDATE MY DETAILS > New Zealand Companies CHANGE MY PASSWORD > EDIT MY PROFILE > WOMEN IN SPATIAL > Chapter MANAGE ORGANISATIONS > AUCKLAND BRANCH > CHANGE MY PRIVACY SETTINGS > CPD History CADASTRAL PROFESSIONAL STREAM > ACCESS MY EMAILS > Qualifications CANTERBURY BRANCH > Unitstandards My Preferences CENTRAL OTAGO BRANCH > COASTAL OTAGO BRANCH > Courses CONSULTING SURVEYORS OF NEW ZEALAND > Logout

9. You can also update your details using the shortcut menu below.

	-			IN THIS SECTION
		My Membership	CSNZ Membership	Your Dashboard
				Personal Details
		Member Number:	Company Name:	Change Password
		#3029	Membership Status:	Addresses
		S+SNZ Staff	WillRenew	Edit Profile
		Status: Current	APPLY FOR CORPORATE	Upload Image
	My Details	Expires: 01 Jan 2099	MEMBERGRIP /	Membership
				Account
	Full Name:	ACCOUNT BALANCE >	My Orappisations	Tickets
	Max Will		wy organisations	Mailing Lists
	max@surveyspatialnz.org			Privacy
		My Groups	Survey and Spatial NZ	Emails
-	UPDATE MY DETAILS > CHANGE MY PASSWORD >		New Zealand	Companies
	EDIT MY PROFILE > CHANGE MY PRIVACY SETTINGS >	WOMEN IN SPATIAL > AUCKLAND BRANCH >	MANAGE ORGANISATIONS >	Chapter
				CPD History
	ALLESS MT EMAILS >	PROFESSIONAL STREAM >		Qualifications
9		CANTERBURY BRANCH >	My Preferences	Unitstandards
		COASTAL OTAGO BRANCH >		Courses
		CONSULTING SURVEYORS		Logout

* Don't forget to save your changes!