How to Update your Volunteer Profile

**STEP 1**

Log into your PCTAConnect account and click on My Volunteer Profile. Note that when you first create a PCTAConnect account, if you don’t fill out all the required fields in your Profile, you’ll automatically receive 1-2 email reminders.

**STEP 2**

Notice there are multiple tabs at the top. Select the tab you’d like to edit/update.

**STEP 3**
To begin editing/updating, select the Edit button at the top of the page (also found at the bottom of the page).

**STEP 4**

Edit and update the appropriate fields and all fields with an asterisk. Click Save at the bottom of the tab (the Save button is also found at the top of the page).
STEP 5

See your new information reflected on the tab. Repeat this process for each tab you wish to update.