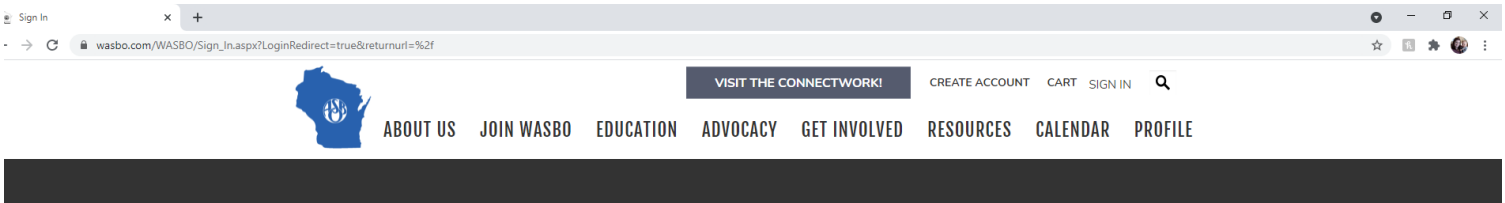
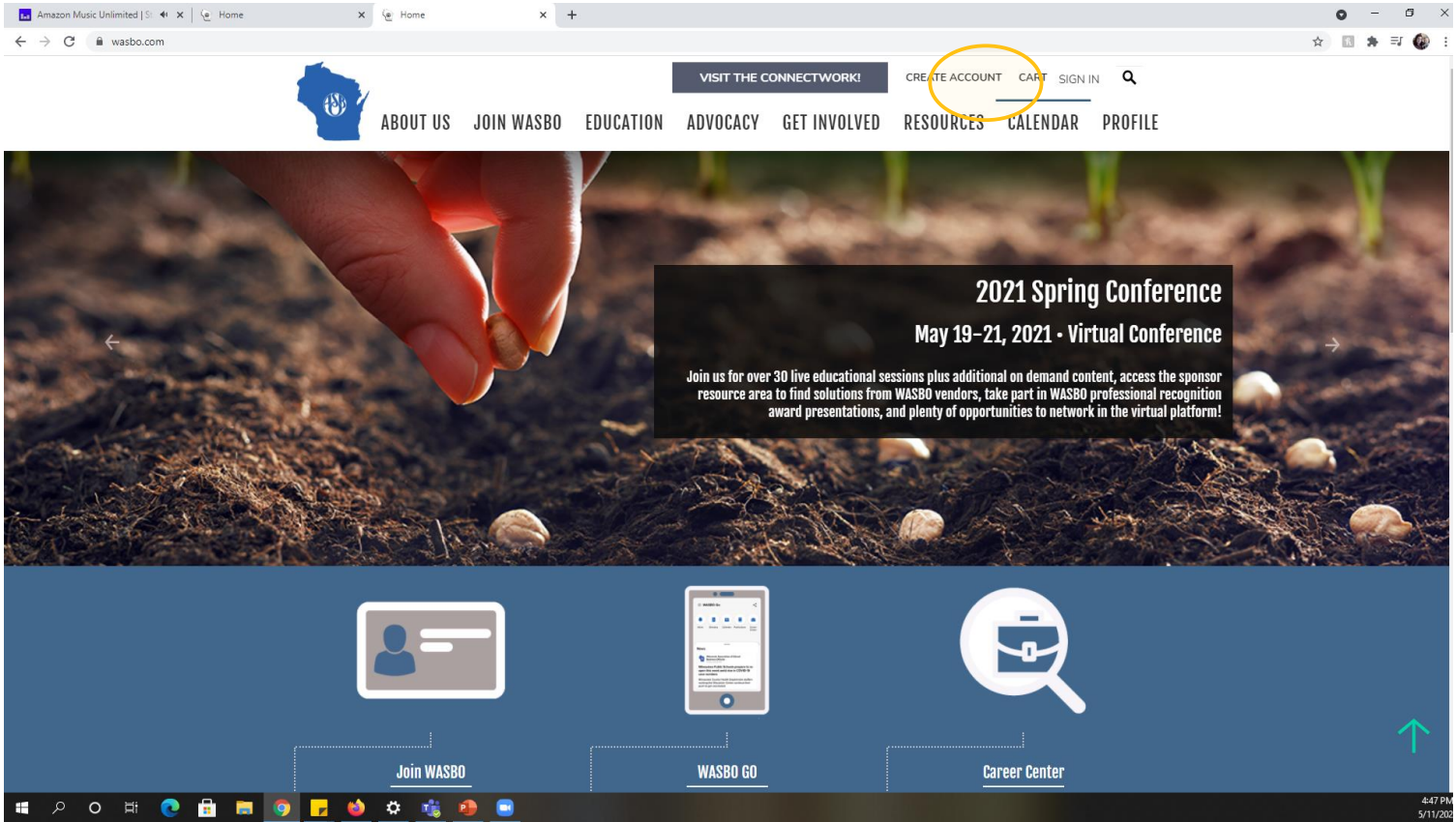


# WASBO Profile: Update Your Demographic Information

1. Go to [www.wasbo.com](http://www.wasbo.com). Click "Sign In" and use your WASBO credentials to get logged in.

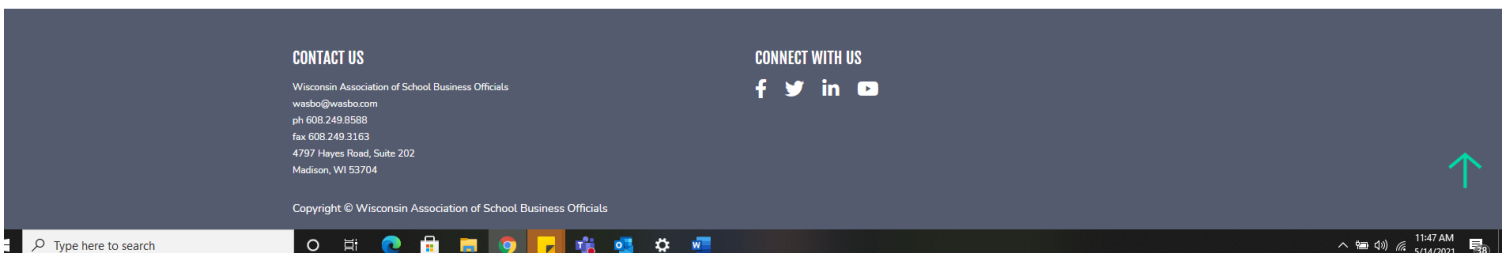


Sign In

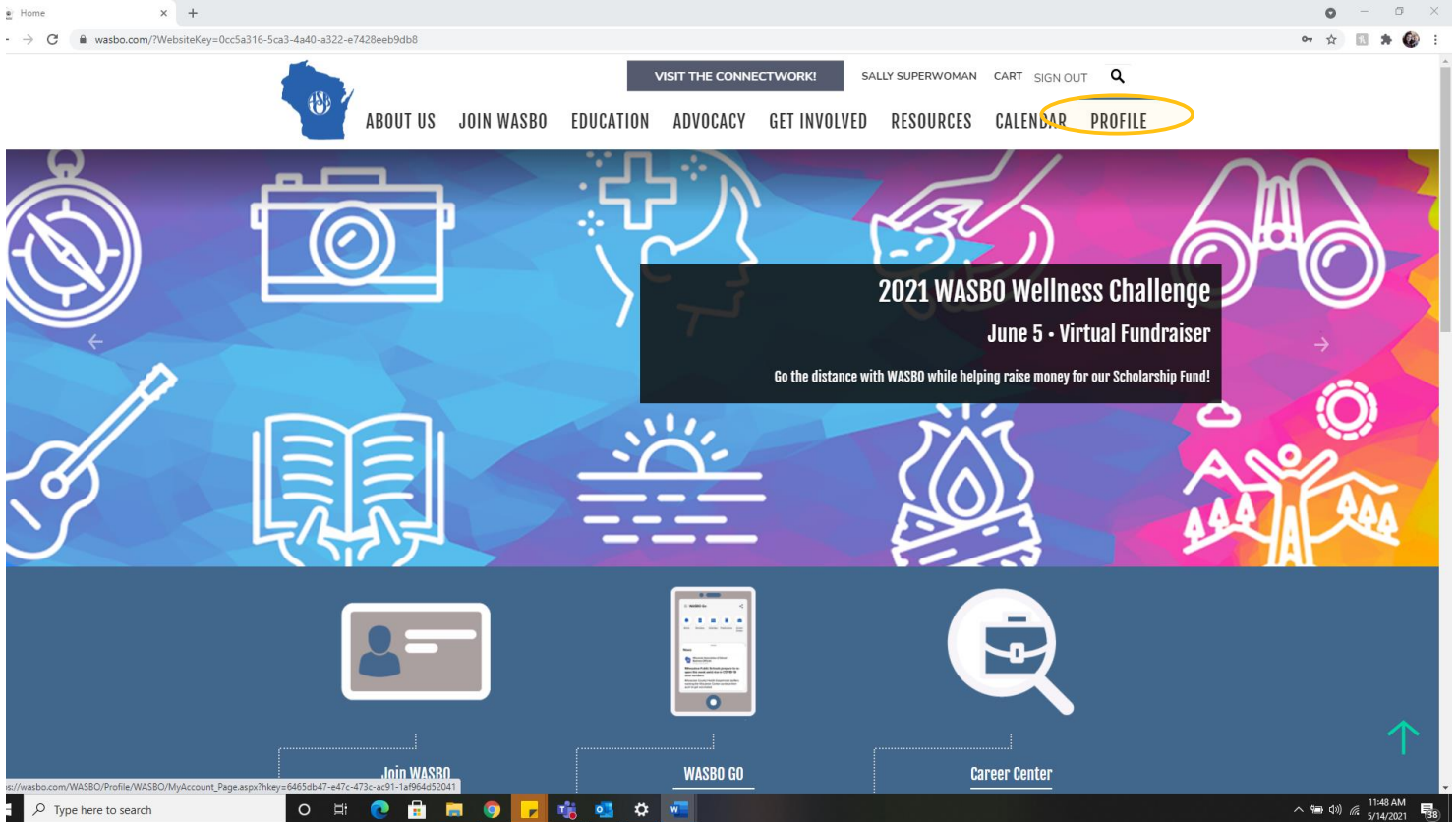
Username

Password

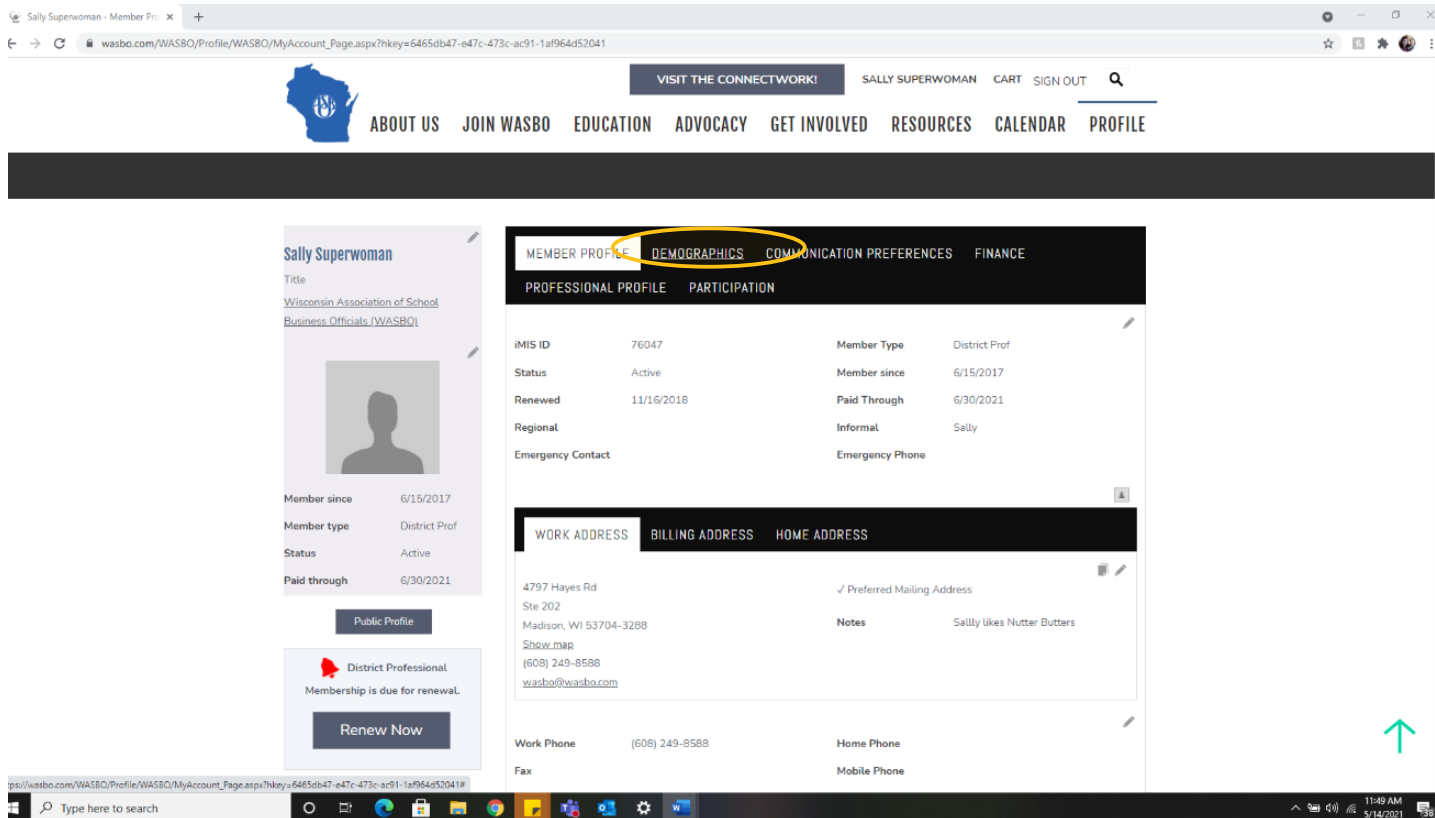
[Forgot password?](#)  
[Create a new account](#)



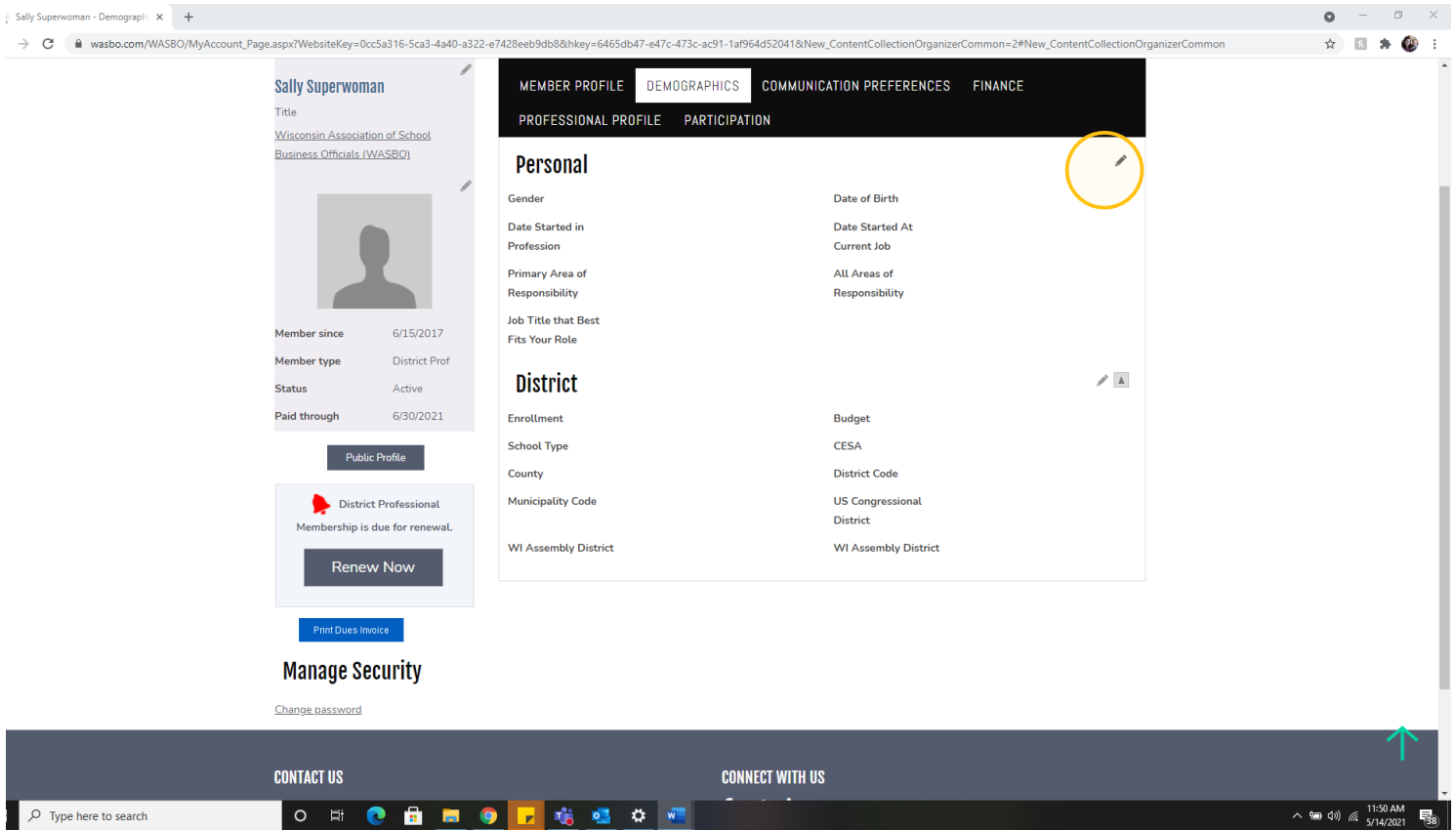
2. Once the page re-loads, select "Profile" in the upper right corner.



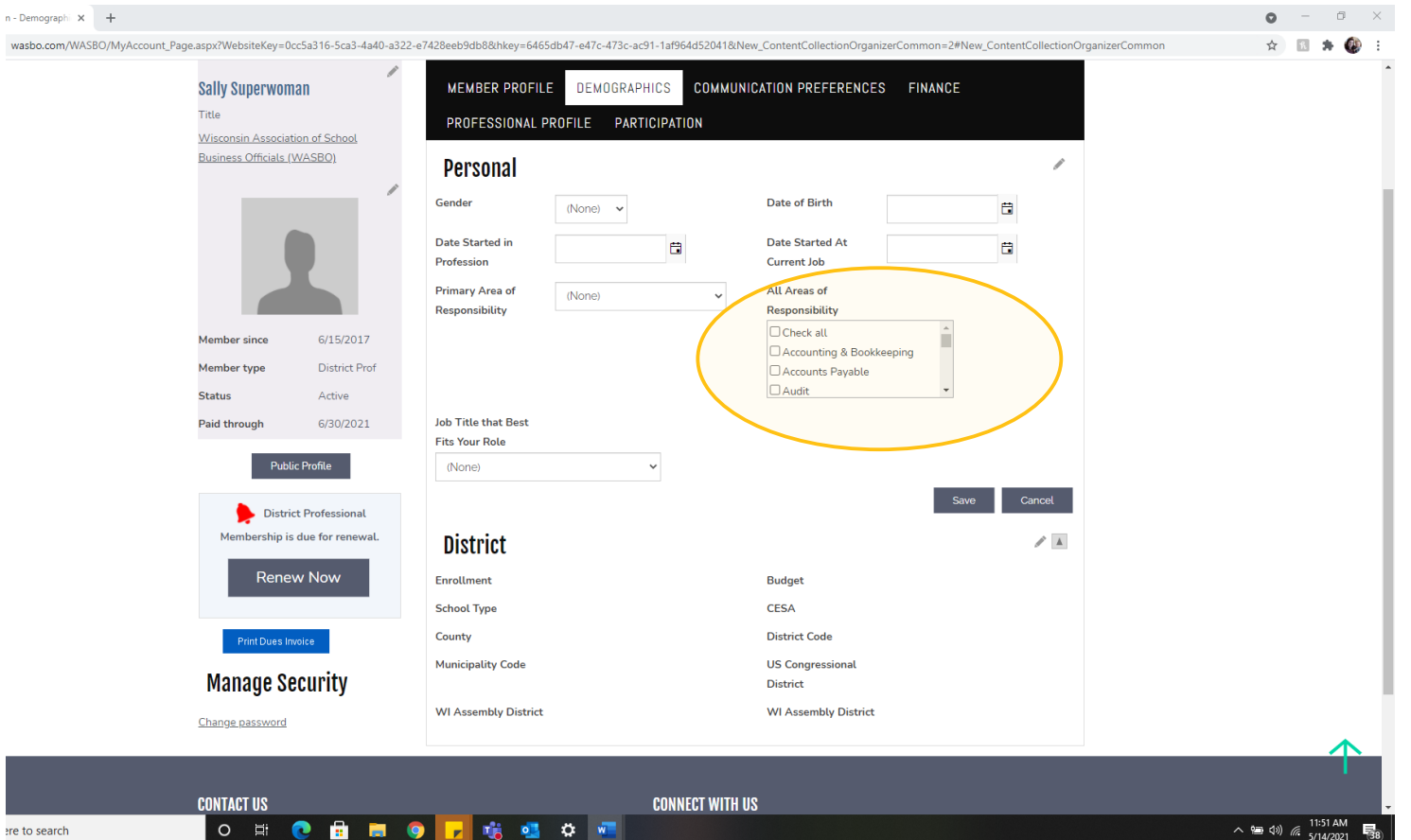
3. Once in profile, select the "Demographics" tab.



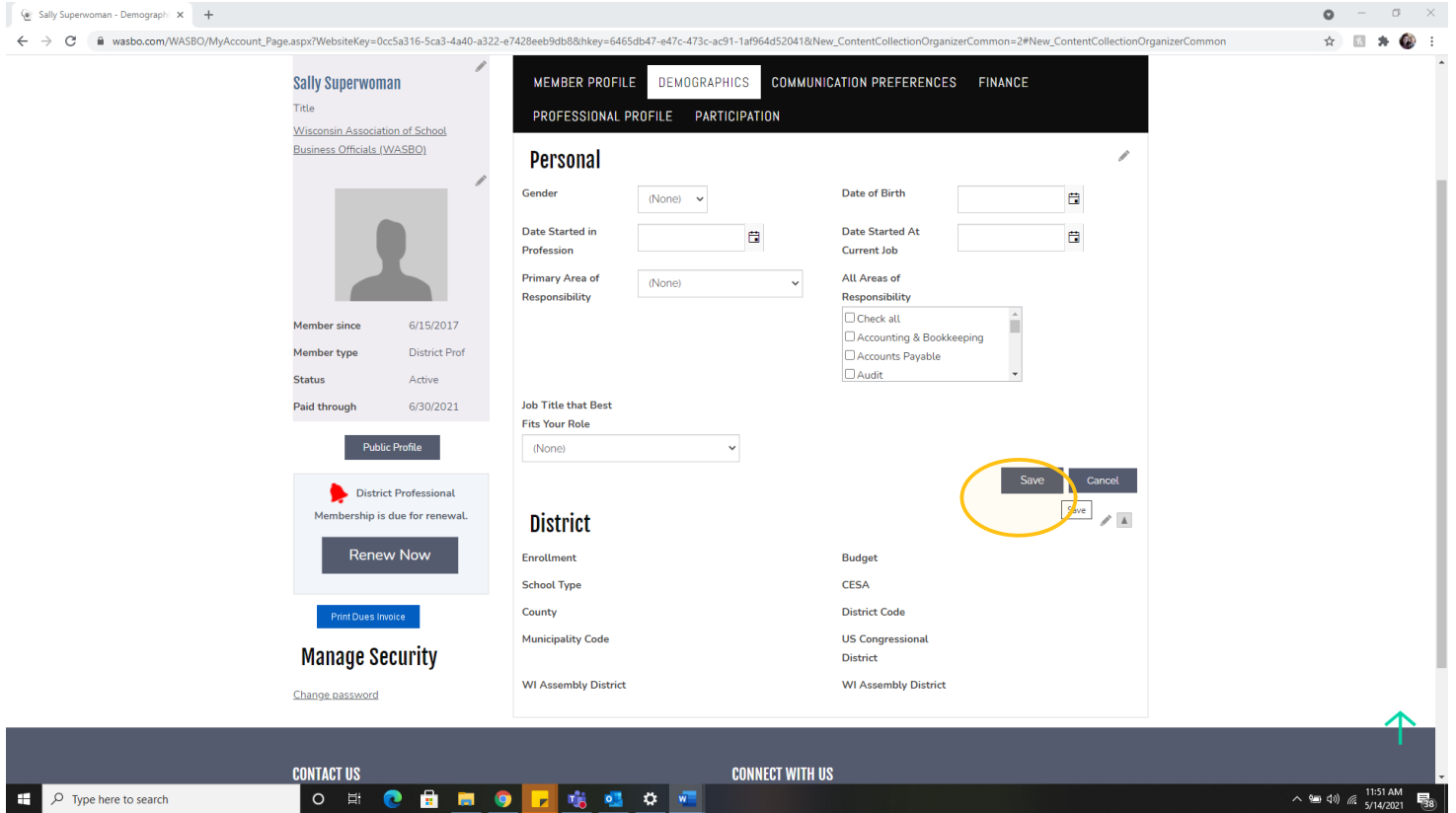
4. Now that you see the demographics tab, start by selecting the editing pen in upper corner of the Personal panel.



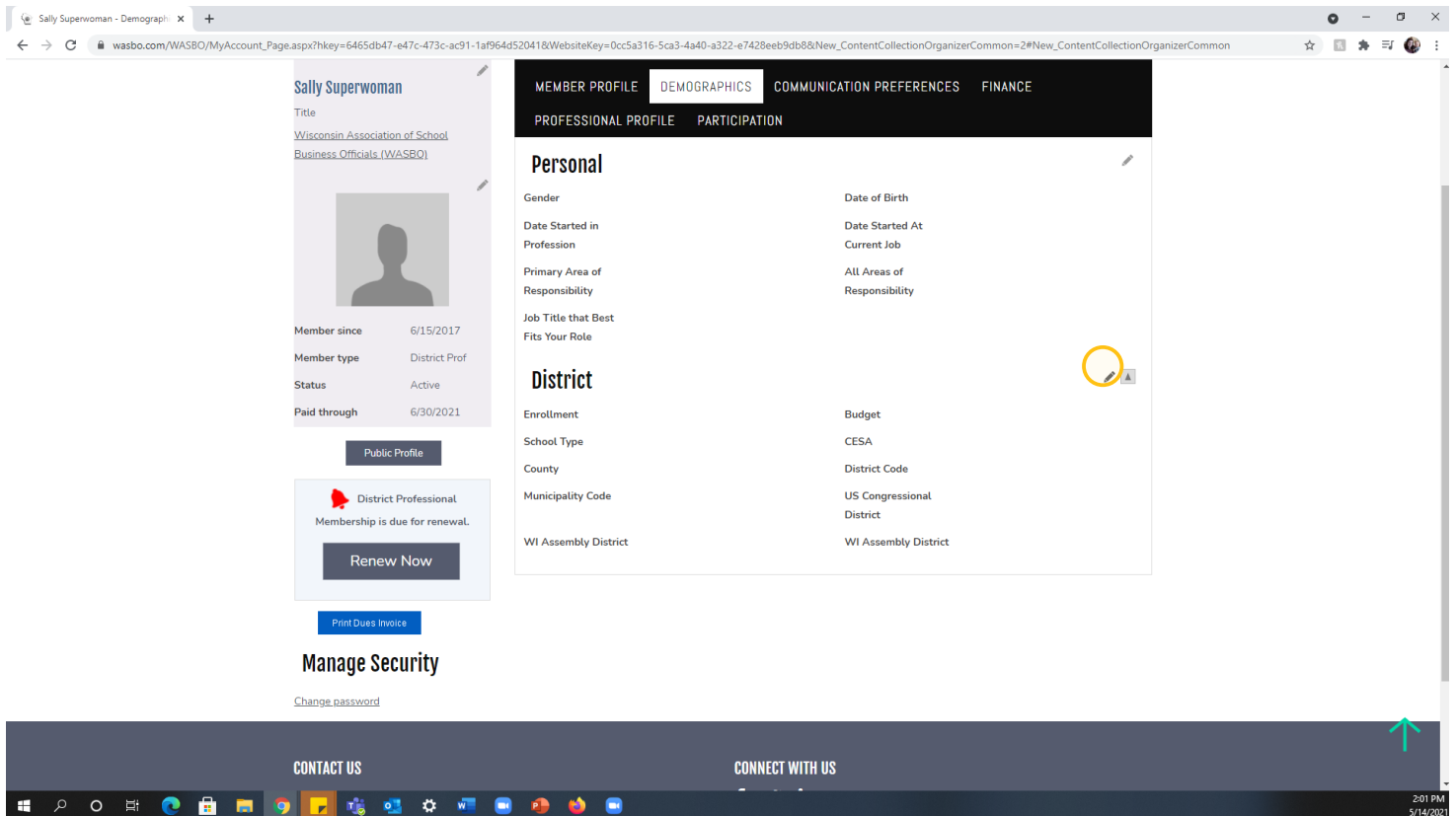
5. Enter your demographic information in the boxes shown and be sure to check the boxes that apply to your areas of responsibility. Please note there is a scroll bar for that section.



6. When finished entering information, click "Save."



7. Once the page has re-loaded, click the editing pen in the District portion of the Demographics page.



8. Please fill in the information requested using the drop-down menus provided.

The screenshot shows the 'MEMBER PROFILE' page for Sally Superwoman. The 'DEMOGRAPHICS' tab is selected. The 'Personal' section includes fields for Gender, Date Started in Profession, Primary Area of Responsibility, and Job Title that Best Fits Your Role. The 'District' section includes Enrollment, School Type, County, Municipality Code, WI Assembly District, Budget, CESA, District Code, US Congressional District, and WI Assembly District. A yellow circle highlights the 'Enrollment' dropdown menu, which is open and showing options: (None), 0 to 500 students, 1,001-2,000 students, 2,001-4,000 students, 4,001-6,000 students, 501-1,000 students, 6,001-10,000 students, and Greater than 10,000 students. A green arrow points to the 'Save' button at the bottom right of the form.

9. When finished, click "Save." You've entered your demographic information!

The screenshot shows the 'MEMBER PROFILE' page for Sally Superwoman. The 'DEMOGRAPHICS' tab is selected. The 'Personal' section includes fields for Gender, Date Started in Profession, Primary Area of Responsibility, and Job Title that Best Fits Your Role. The 'District' section includes Enrollment, School Type, County, Municipality Code, WI Assembly District, Budget, CESA, District Code, US Congressional District, and WI Assembly District. A yellow circle highlights the 'Save' and 'Cancel' buttons at the bottom right of the form. A green arrow points to the 'Save' button at the bottom right of the page.