

Instructions on how to create your Consultant Directory Listing

1. **Log In:** Log into the SCNetwork website with your SCN member login ID and password.
2. **ACCESS your SCN profile:** Click on [edit profile](#) under your picture or picture box (not the "Profile" link on the left)

The screenshot shows the SCNetwork user dashboard. At the top, there is a navigation bar with the logo and links for 'Refer a Member', 'Member Home', and 'Logout'. Below this is a secondary navigation bar with links for 'About', 'Membership', 'Learning Events', 'Get Involved', 'Resources', 'Contact', and 'My SCNetwork'. The main content area is titled 'My SCNetwork' and includes a sidebar with links for 'Profile', 'Referrals', 'Registrations', 'Account', 'Expense Claims', 'Member Directory', and 'HR Consultant Directory'. The main profile area for 'Daryl Oliver' (Webmaster & Administrator) includes contact information and an 'Edit Profile' button. Below the profile are sections for 'Your HR Career' and 'Your SCNetwork Membership Details'. A red arrow points from the 'Edit Profile' button to the 'Profile' link in the sidebar.

3. **Your Consultancy Directory Listing:** Under the grey banner, go to the tab [My HR Consultant Directory Listing](#)

The screenshot shows the 'My SCNetwork Profile' page. At the top, there is a navigation bar with the logo and links for 'Refer a Member' and 'Mer'. Below this is a secondary navigation bar with links for 'About', 'Membership', 'Learning Events', 'Get Involved', 'Resources', and 'Cont'. The main content area is titled 'My SCNetwork Profile' and includes a sidebar with links for 'Profile', 'Referrals', 'Registrations', 'Account', 'Expense Claims', and 'Member Directory'. The main profile area is titled 'Edit Profile - Daryl Oliver SCNetwork Individual Member Toronto' and includes tabs for 'Profile', 'Mailing Address', 'Invoicing Address', 'My HR Career', and 'My HR Consultant Directory Listing'. Below the tabs is a 'PERSONALIZATION' section with the heading 'Your important contact details' and a description: 'Tailoring your digital SCNetwork record so that it is individual to you. This section contains some are required.' A red arrow points from the 'My HR Consultant Directory Listing' tab to the 'PERSONALIZATION' section.

4. **Fill in your information** (some info has been pre-populated from your member profile).
5. **Save:** Remember [click <Save>](#) button located at bottom of page.

The screenshot shows the 'HR Consultant Expertise' and 'HR Consultant Profile Summary' sections. The 'HR Consultant Expertise' section includes a 'Service Offering(s)' dropdown menu with options for 'Board Membership' and 'Diversity, Equity, Inclusion & Belonging (DEIB)', and a 'Language' dropdown menu with the option 'Bilingual (English/French)'. The 'HR Consultant Profile Summary' section includes a text area for providing a brief overview of the user and their business (limited to 1500 characters). A red arrow points from the 'Save' button at the bottom of the page to the 'Save' button.