

Step 1: Registration Page

We encourage you to update your details on the King's Collaborators Hub.

Please click [here](#) to access the King's Collaborators Hub.

You can change your username, update your personal information on the profile page and create a password that will allow you to access the app at any time, as well as accept invites to participate in events.

The registration page features two main sections. The left section, titled "I am new to MyImpactPage.com", includes a text box for a unique username (minimum 6 characters), input fields for email address and a verification email address, and a checkbox for agreeing to the organization's policies. A "View Policy" button and a "Save and Continue" button are provided. The right section, titled "I already have a username", includes input fields for username and password, a "Forgot your username or password?" link, a checkbox for agreeing to policies, a "View Policy" button, and a "Login and Continue" button. A link to "Go to volunteer login" is also present.

Step 2: My Profile

From the drop-down menu, please select **My Profile**, to update your details and select your preferred areas of interest.

The "My Profile" page has a navigation menu at the top with options: HOME, OPPORTUNITIES, SCHEDULE, HOURS, CONTACT, and MY PROFILE. The "MY PROFILE" menu is expanded, showing options: Contact Information, Additional Info, Qualifications, Training, Badges, Change Password, Organisations, Goals, and Interests. Red arrows point to "Contact Information", "Additional Info", and "Change Password". The main content area shows a "Home" header and a profile card for "Alice Ibiam" with an "Edit My Profile" link. A blue footer bar contains the text "King's College Hospital NHS Foundation Trust".

Step 3: Contact Information

On the **Contact Information** page, please ensure your details are correct and amend them if required. This includes your email and telephone details (not visible on the screenshot).

Please **press save** for the changes to take effect.

Step 4: Additional Information

The **Additional Information** section allows you to select the areas of interest that you would like to hear more about.

Simply select each dropdown, choose your preferred areas, and **press save**.

The additional information will help us understand your interests regarding discussion topics and any future events you may be invited to.

Step 5: Change Password

The **Change Password** section allows you to update your password.

Enter the password from your original email to access the system, then change it to a more personalised password for future use.

HOME OPPORTUNITIES SCHEDULE HOURS CONTACT MY PROFILE

Change Password

[Log Out](#) [? Help](#)

Enter Your New Password

Current Password

New Password

Confirm New Password

[Change Password](#)

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You have now successfully set up your profile on the King's Collaborators Hub.