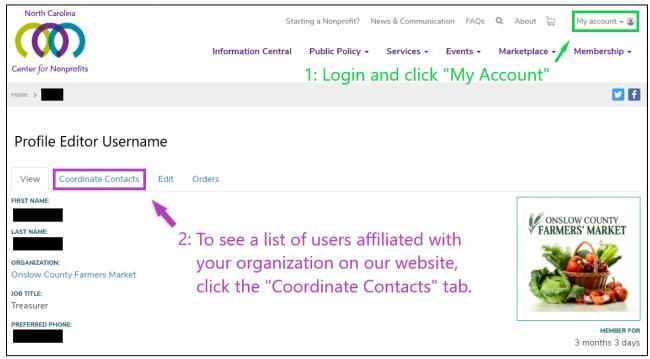# Profile Editors on the Center's Website

This visual guide will help Profile Editors navigate through updating changes in your organization's personnel.

Step 1: Find your user profile & list of contacts

1: Login and click "My Account"

2: To see a list of users affiliated with your organization on our website, click the "Coordinate Contacts" tab.

Step 2: Tidy Up the List of Contacts – Promote, Demote, Remove

As a Profile Editor, you have the ability to remove anyone from the list of contacts associated with your organization by clicking the "Coordinate Contacts" tab on your profile. You can also promote another user to be an additional profile editor. Assigning and changing these roles is at your discretion.