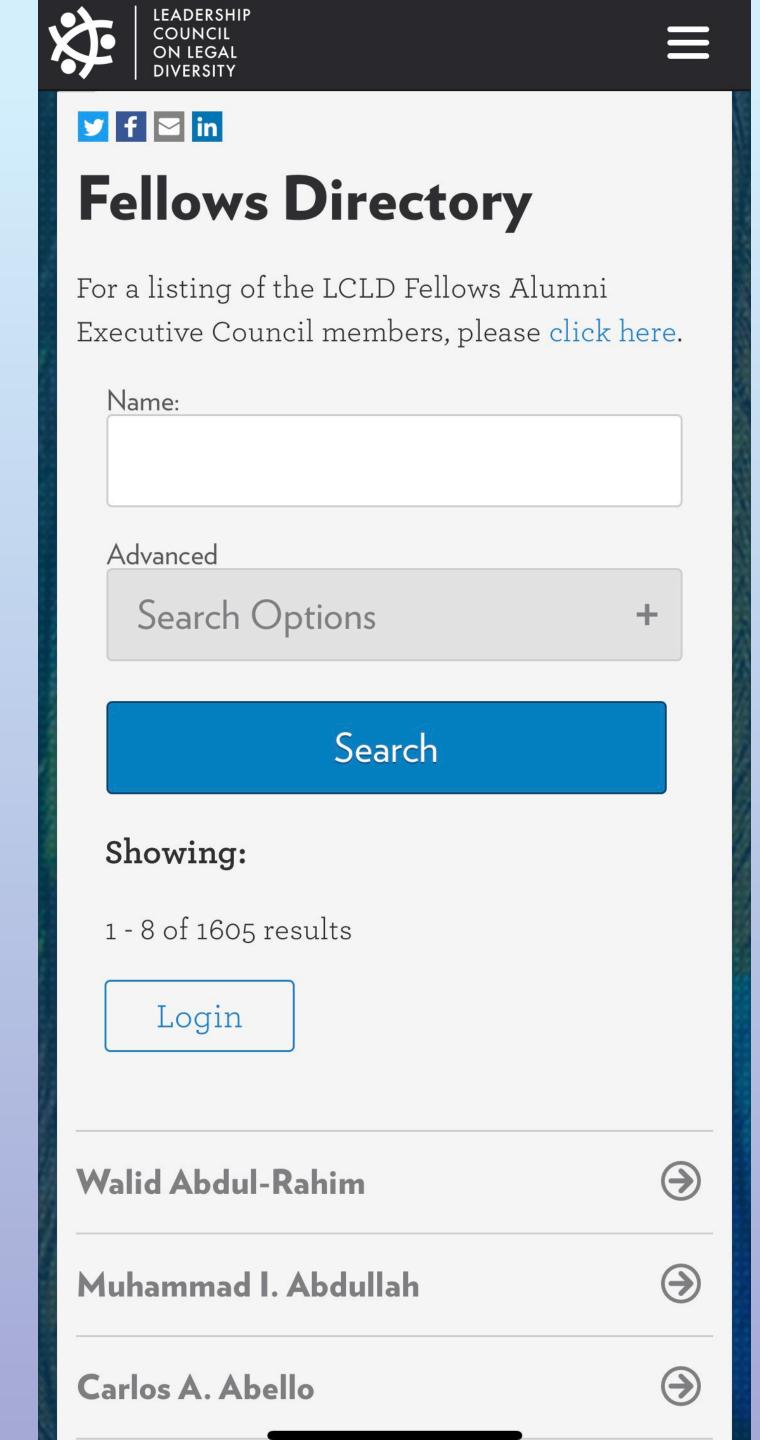


## A Step-by-Step Guide to Using the New and Improved LCLD Fellows and Pathfinder Directories



Open the Fellows or Pathfinder Directory.

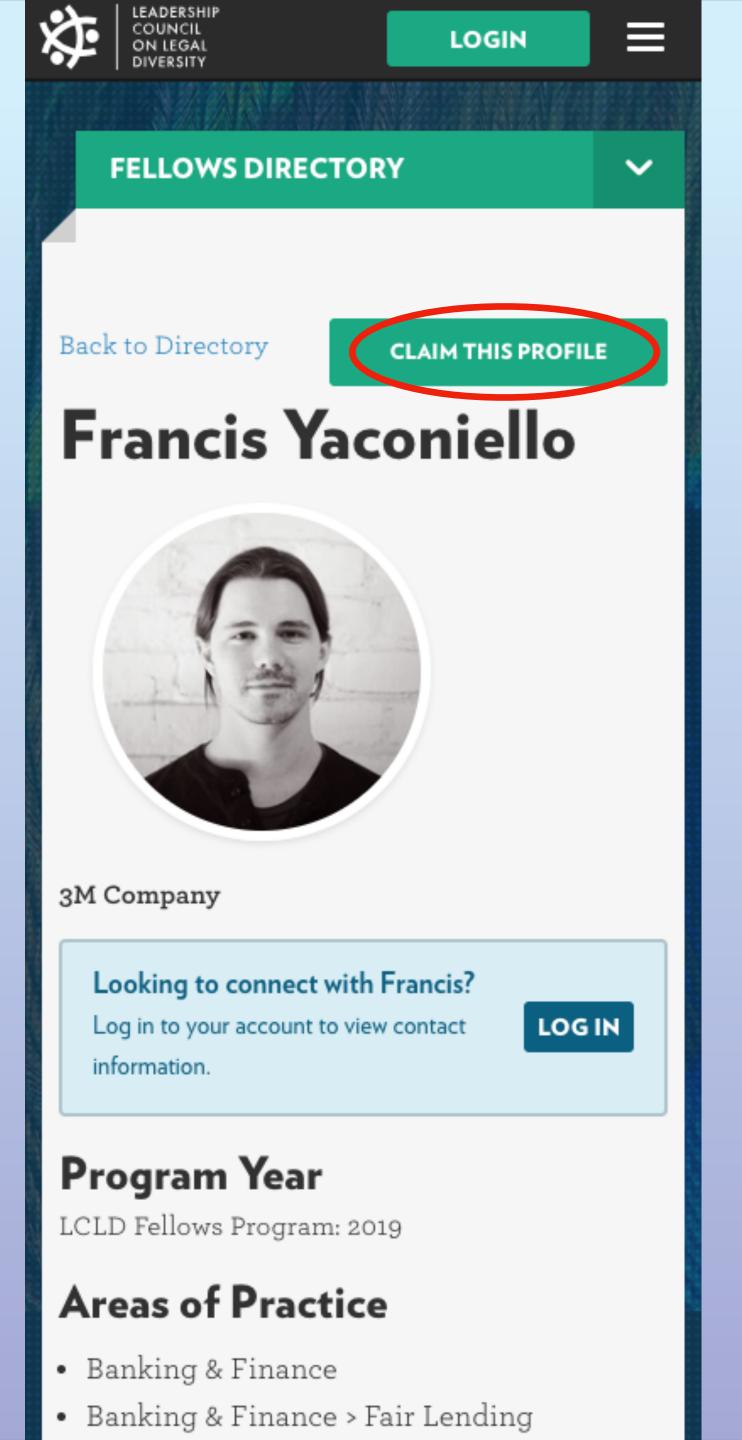
Use Search to find your Profile.



Navigate to your Profile page.

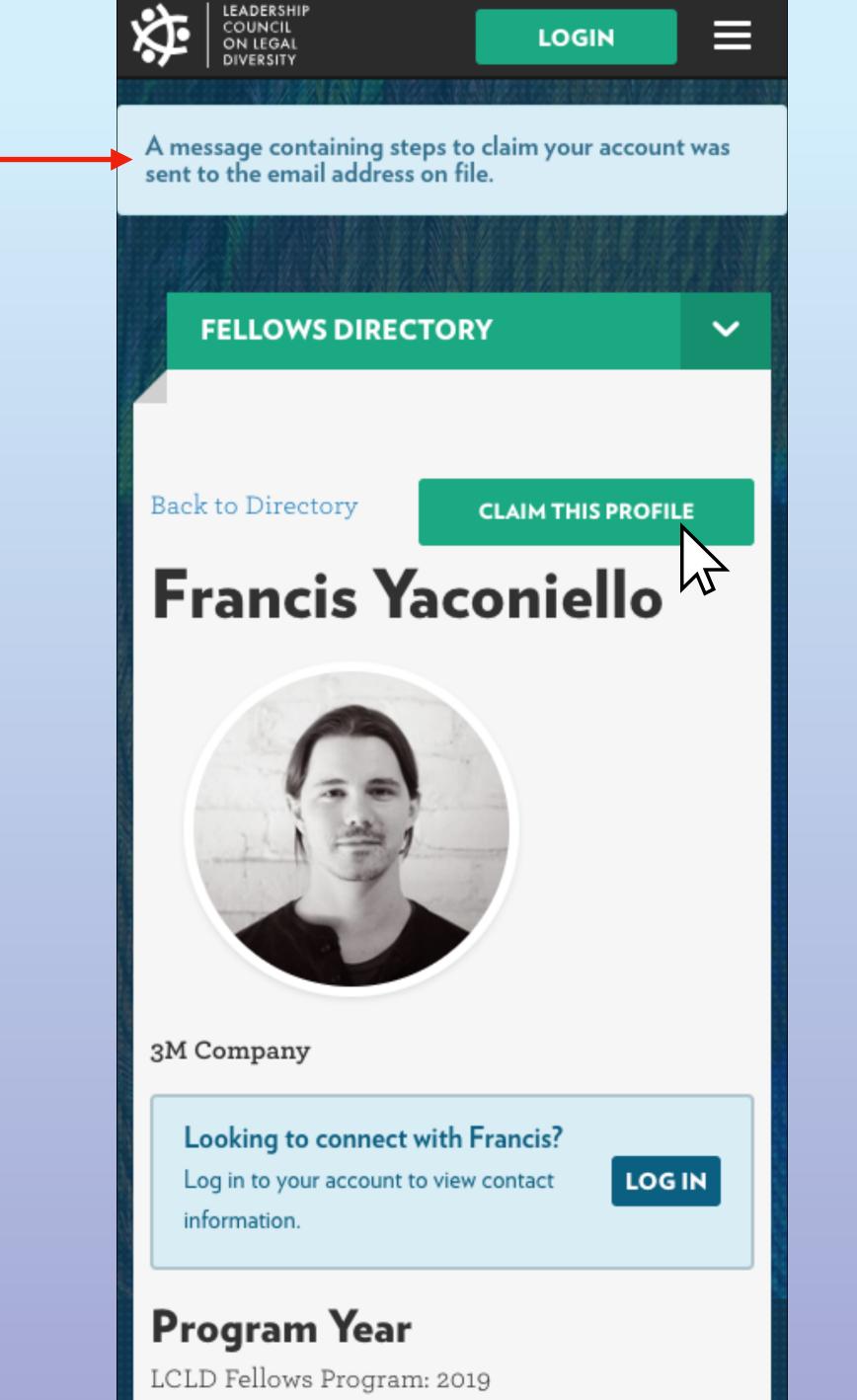
Notice that we've added a green **CLAIM THIS PROFILE** button, and removed the link for "Update this Profile."

- From now on, you will log in to update your Profile using a custom dashboard.
- Only those who have logged in will be able to see your full Profile, including bio, contact info, and Practice Areas.



Click on **CLAIM THIS PROFILE**. This will generate an email with further instructions, sent to the address we have on file for you.

A notice will appear on your Profile prompting \_ you to check your email.



Open the email to you from LCLD webmaster (right) and follow the instructions.

New users should click the highlighted link to set up a password and create your LCLD account.

If you don't receive an email, please check your spam folder. Then, if necessary, email our HELP desk:

Pathfinders: PathDirect@lcldnet.com

Fellows: FellowsDirect@lcldnet.com.



#### LCLD Directory

# Claim your directory profile

Dear Francis Yaconiello,

You can now create an LCLD account and manage your Directory Profile yourself, in an environment that is private, secure from hacking, and searchable so that other Fellows and Pathfinders have your background and expertise at their fingertips. You can also update your Profile information anytime you wish, with changes immediately available.

If you already have an LCLD account and password, click here to claim your directory profile.

If you do not already have an account, click here to set up a password and then create your account.

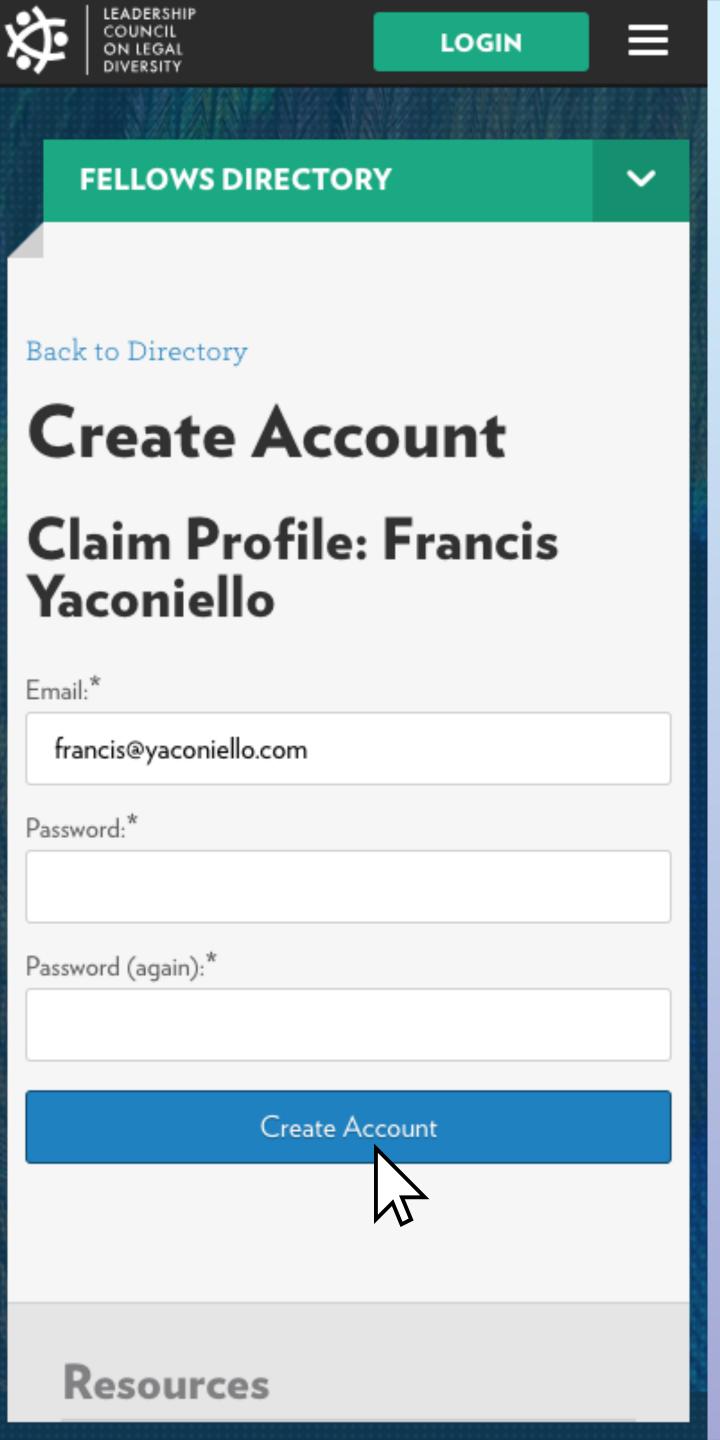
Thank you,

Erin Hess
Program Manager
Leadership Council on Legal Diversity
215.779.6069 (Cell)
ehess@lcldnet.com
www.lcldnet.org



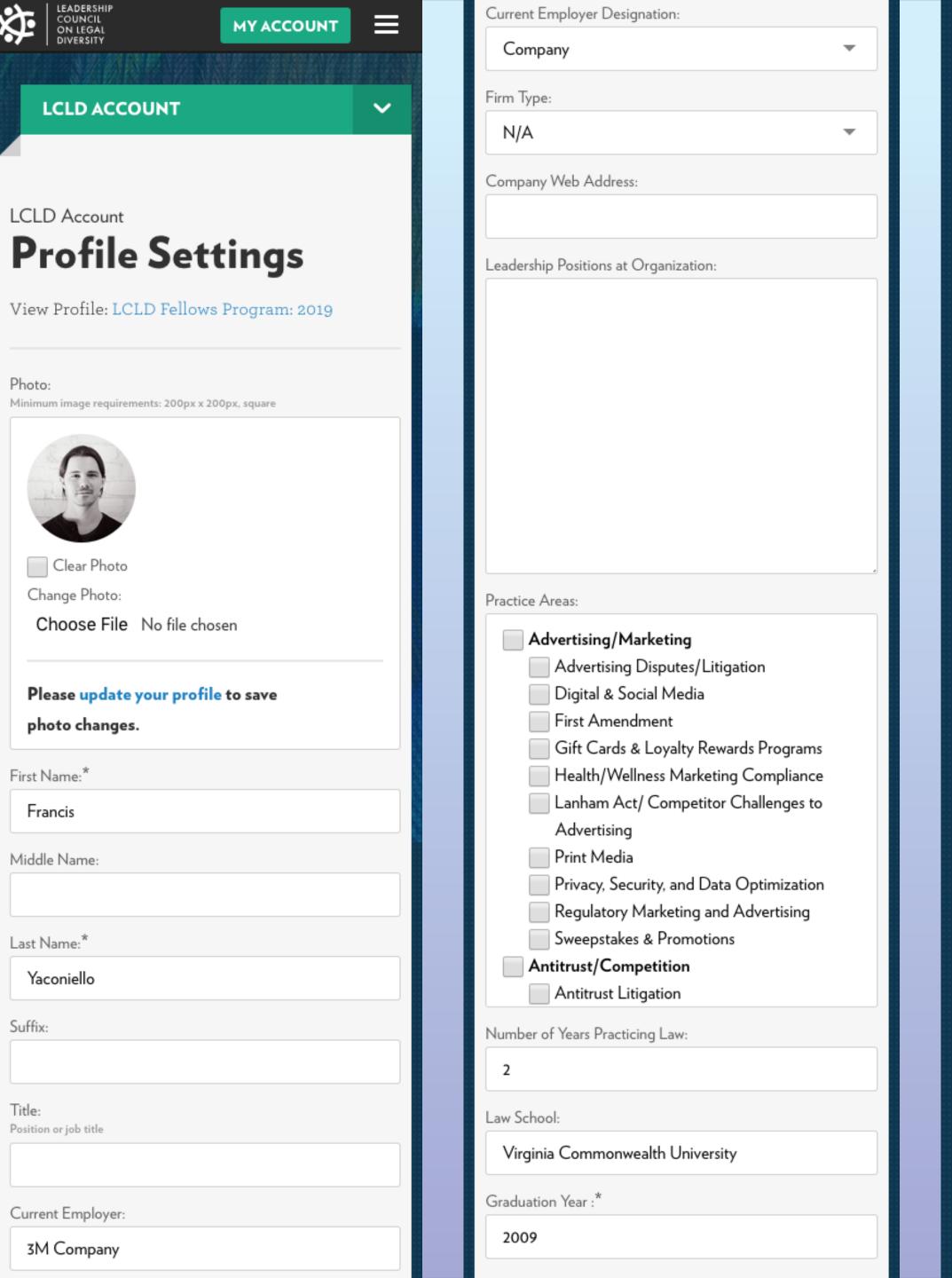
Create your LCLD account by entering your email address and choosing a password (both protected).

Click "Create Account."



After you click "Create Account," you will be redirected to your Profile dashboard page. It is now yours to customize as you like.

Fill out your new Profile settings including Practice Areas, add a bio and photo if you haven't already, and click "Update Profile."



The following fields will only display for logged in users.
Business Address 1:
123 W East St
Business Address 2:
City:
Richmond
State/Province/Region:
VA
Country:
United States of America
Zipcode:
23220
Phone:
LinkedIn URL:
Twitter URL:
Personal Bio:
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus interdum euismod elit, id fringilla massa rhoncus eget. Quisque viverra et nibh sed sagittis. Fusce vitae ligula porttitor, vestibulum nibh eget, pulvinar mauris. Sed pellentesque sem hendrerit magna congue vestibulum. Vivamus condimentum, enim id sagittis elementum, arcu tortor rutrum enim, sed cursus nulla nibh mollis sem. Suspendisse potenti. Phasellus posuere id lorem vitae sodales. Integer laoreet, tortor nec ve la tincidunt,
Update Profile

Once you've claimed and updated your Profile, it will appear in full to anyone who's logged in.

Make sure that all your information is correct. Remember: you'll need to add your Practice Area(s), as this section has been updated.

To make further updates, click the **UPDATE PROFILE** button after logging in.

Your Directory Profile is now upgraded: detailed, secure, and under your control.



MY ACCOUNT



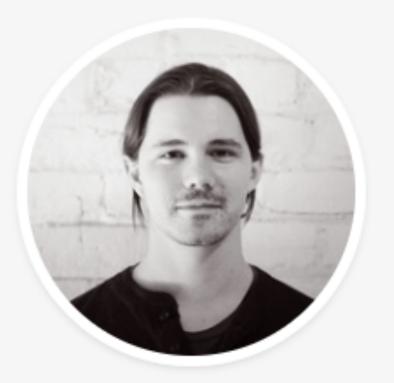
**FELLOWS DIRECTORY** 



Back to Directory

**UPDATE PROFILE** 

#### Francis Yaconiello



3M Company 123 W East St Richmond, VA, US 23220

francis@yaconiello.com

#### Personal Bio

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus interdum euismod elit, id fringilla massa rhoncus eget. Quisque viverra et nibh sed sagittis. Fusce vitae ligula porttitor.

#### Our new look:

All users of the website will now see a green LOGIN button on the top of each page.

You'll need to log in when you visit the site to access the Directory.

Other parts of the site remain fully functional for all users.







The Leadership Council on Legal
Diversity is made up of more than 300
corporate chief legal officers and law
firm managing partners, working to
build a more open and diverse legal
profession.

# Leadership. Action. Results.





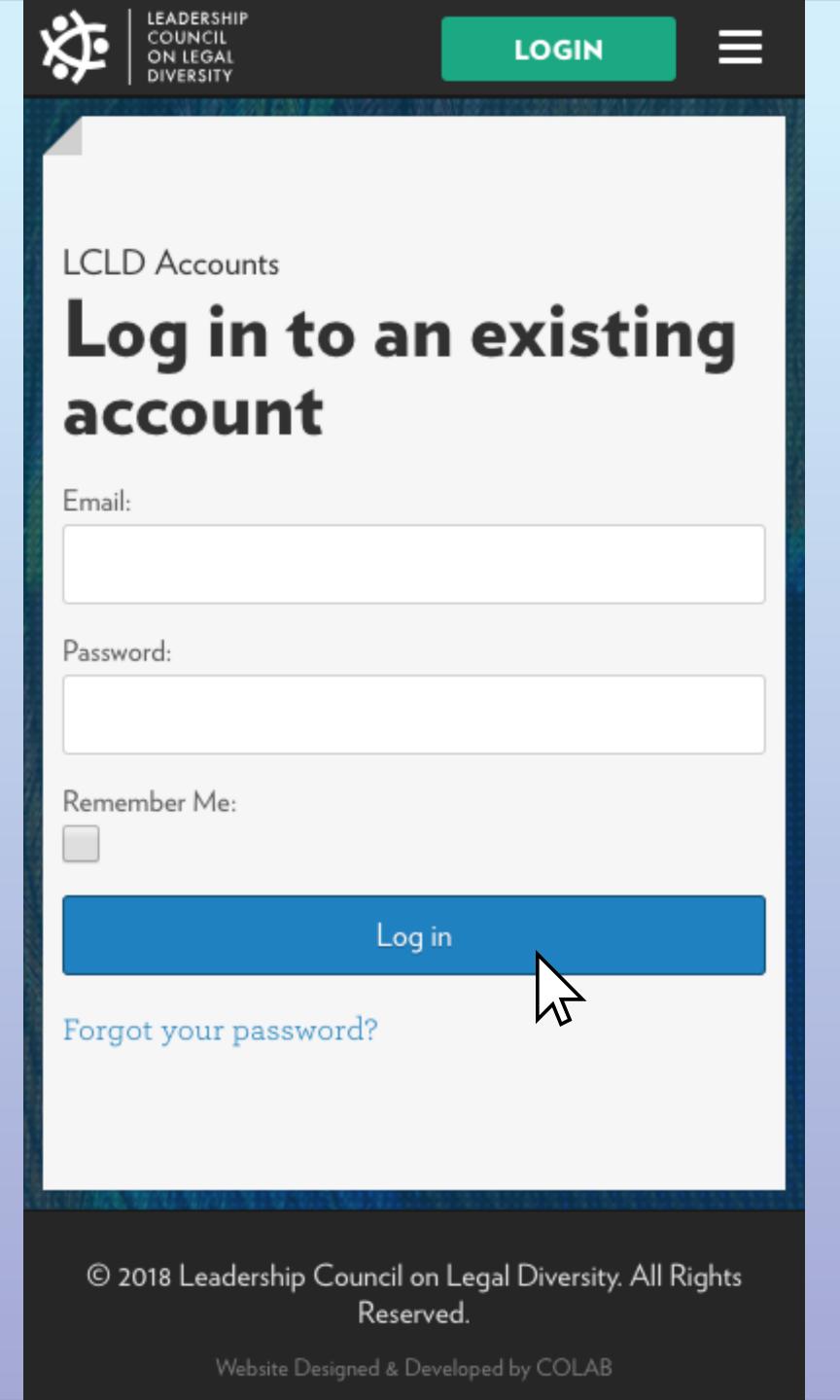
LCLD MEMBERS

Spotlight on Innovation at LCLD's Ninth Annual Meeting

Clicking on **LOGIN** will open a dialogue page.

Right now, only LCLD Fellows, Alumni, and Pathfinders are being asked to create an account, in order to access and use the new Directories.

Once you've created an account, this **LOGIN** button will be a handy shortcut.





## Benefits of the Upgraded Directories:

- They're secure
- They're under your control
- They're more detailed (in Practice Areas)
- They're searchable, sortable, shareable
- They're designed by and for Fellows & Pathfinders