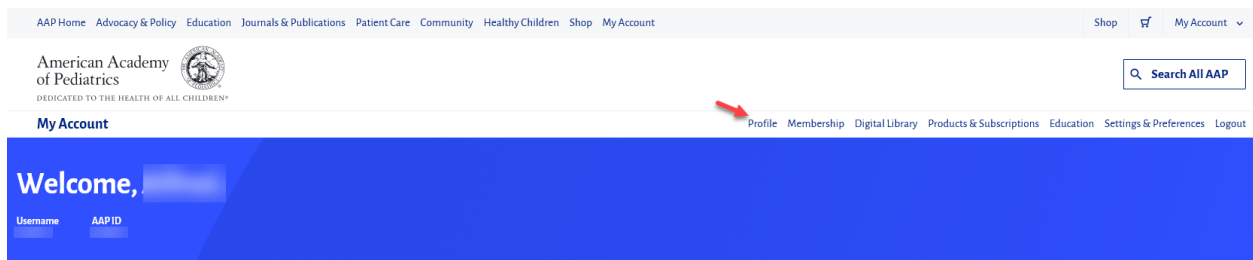


How to edit your AAP Account Information

1. Go to <https://services.aap.org/en/my-account/>
2. Enter your AAP login credentials and click the Login button



3. Click on the Profile link



Profile	Settings & Preferences	Products & Subscriptions	Education
Personal Information	Account Settings	Library	Activities & Credit Management
Professional Information	Communication Preferences	Product Activation	Annual Transcripts
Contact Information		Order History	ID Manager
		Return & Report Missing Items	

4. Click on the link for the type of information you would like to edit

AAP Home Advocacy & Policy Education Journals & Publications Patient Care Community Healthy Children Shop My Account

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

Search All AAP

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Profile

My Account / Profile

Personal Information

Name, gender, date of birth, ethnicity, languages spoken, and emergency contact

[Edit Personal Information](#)

Professional Information

Designation, specialties, employment, and medical school graduate country

[Edit Professional Information](#)

Contact Information

- [Email Addresses](#)
- [Addresses](#)
- [Phone Numbers](#)
- [Fax Numbers](#)

5. Click the Edit link for the corresponding field you would like to edit

AAP Home Advocacy & Policy Education Journals & Publications Patient Care Community Healthy Children Shop My Account

American Academy of Pediatrics
DEDICATED TO THE HEALTH OF ALL CHILDREN™

Search All AAP

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Personal Information

My Account / Profile / Personal Information

Name	Edit
Gender	Edit
Date of Birth	Edit
Languages Spoken <small>No Languages Spoken listed</small>	Edit
Emergency Contact	Edit

6. Enter the information as you would like it to appear, and click the Save button

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Personal Information

My Account / Profile / Personal Information

Name	Edit
Gender	Edit
Date of Birth	Edit
Languages Spoken <small>No Languages Spoken listed</small>	Edit
Emergency Contact	Cancel

Contact Name Optional

Contact Phone Number Optional

[Save](#)

7. You can edit multiple fields from the same form.

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Personal Information

My Account / Profile / Personal Information

Name Edit

Gender Edit

Date of Birth Cancel

Select Your Date of Birth Optional

Save

Languages Spoken Cancel


Add New Language Optional

+

Edit Your languages
You can have up to 4 languages listed in your profile

Save

Emergency Contact Edit



7. Fields that have information that are retrieved through preset list can be filled by selecting the corresponding item on the list

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Personal Information

My Account / Profile / Personal Information

Name Edit


Gender Edit

Date of Birth Edit

Languages Spoken Cancel

Add New Language Optional


+

english 

You can have up to 4 languages listed in your profile

Save

Emergency Contact Edit





8. You can then click the + icon to add the entry to your profile.

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Personal Information

My Account / Profile / Personal Information

Name	Edit
Gender	Edit
Date of Birth	Edit
Languages Spoken	Cancel
Add New Language	Optional
<input type="text" value="English"/>	
Edit Your languages You can have up to 4 languages listed in your profile	
<input type="button" value="Save"/>	
Emergency Contact	Edit






9. If the field you are editing allows multiple entries, you will be able to repeat the step to add to your profile.

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Personal Information

My Account / Profile / Personal Information

Name	Edit
Gender	Edit
Date of Birth	Edit
Languages Spoken	Cancel
Add New Language	Optional
<input type="text" value="french"/>	
You can have up to 4 languages listed in your profile	
English	 Remove
<input type="button" value="Save"/>	
Emergency Contact	Edit







10. You may also remove or reorder certain fields with the remove link or the reorder icon

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Personal Information

My Account / Profile / Personal Information

Name	Edit
Gender	Edit
Date of Birth	Edit
Languages Spoken	Cancel
Add New Language	Optional
<input type="text" value="Spanish, French, Chinese, etc."/>	
Edit Your languages You can have up to 4 languages listed in your profile	
English	 Remove
French	 Remove
<input type="button" value="Save"/>	
Emergency Contact	Edit



11. Contact information fields will allow you to edit the primary field, or add additional entries of that contact type.

The screenshot shows the 'My Account' page with a navigation menu (Profile, Membership, Digital Library, Products & Subscriptions, Education, Settings & Preferences, Logout). The main heading is 'Email Address' with a breadcrumb trail: 'My Account / Profile / Contact Information / Email Address'. Below the heading is a sub-menu with 'Email', 'Address', 'Phone', and 'Fax'. The 'Email' section is active, showing a card for 'email' with a 'Primary Email' label and the address '@testaap.org'. An 'Edit' button with a red arrow points to the card. At the bottom left, an 'Add Email' button with a plus icon is highlighted by a red arrow. A blue help icon is at the bottom right.

12. From the edit form, you will be able to update the detail of an existing field and save the changes

The screenshot shows the 'Add / Edit Email Address' form. The heading is 'Add / Edit Email Address' with a breadcrumb trail: 'My Account / Profile / Contact Information / Email Address / Add / Edit Email Address'. The sub-menu 'Email' is active. The form is titled 'Save Email Changes' and contains two required fields: 'Label' (a dropdown menu with 'email' selected) and 'Email Address' (a text input field with '@testaap.org'). Below the fields are 'Cancel' and 'Save Email Changes' buttons. A blue help icon is at the bottom right.

13. From the add form, you will be able to add a new entry for a corresponding field

The screenshot shows the 'Add Email' form. The heading is 'Add / Edit Email Address' with a breadcrumb trail: 'My Account / Profile / Contact Information / Email Address / Add / Edit Email Address'. The sub-menu 'Email' is active. The form is titled 'Add Email' and contains two required fields: 'Label' (a dropdown menu with 'additional email' selected) and 'Email Address' (a text input field with '@gmail.com'). Below the fields are 'Cancel' and 'Add Email' buttons. A blue help icon is at the bottom right.

14. If there are multiple entries for a particular field, you may select to delete any entries that are not marked as primary, or change it to be set as the primary.

My Account Profile Membership Digital Library Products & Subscriptions Education Settings & Preferences Logout

Email Address

My Account / Profile / Contact Information / Email Address

Email Address Phone Fax

email	Primary Email	additional email
██████████@testaap.org		██████████@gmail.com
Edit		Edit Delete Mark as Primary

+ Add Email

If these steps were used to correct an issue but the issue persists, please contact Member and Customer Care at 800.433.9016 or email us at mcc@aap.org for further assistance