



# ICPE Speaker tasks: Upload Photo and Speaker Biography

## STEP 1 - LOG INTO MyISPE

Log into your MyISPE profile with your username and password

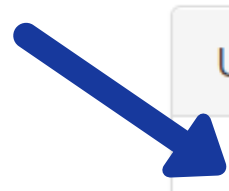


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## STEP 2 - ACCESS PROFILE

Access your profile by clicking on ISPE Profile



- User Resources
  - [ISPE Profile \(manage/up](#)

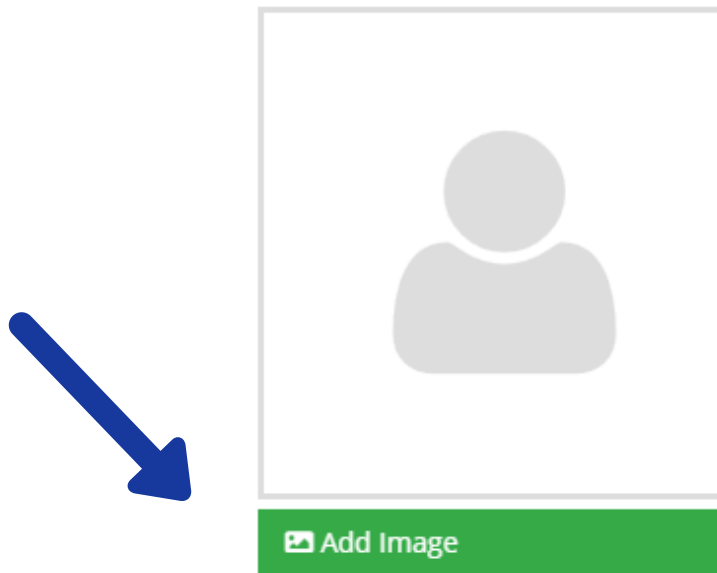


## STEP 3 - UPLOAD YOUR PHOTO

**Click "Overview Tab"**



**Click on "Add image" to upload a photo**



Notes: Max upload is 5MB, Allowed file extension: jpg, jpe, jpeg, png,gifm or bmp  
MUST add a description of the photo



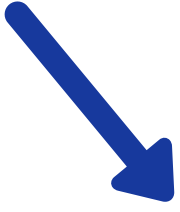
# STEP 4 - UPLOAD SPEAKER BIOGRAPHY

Click on the Account tab



Add speaker biography located at the bottom of the page

Note: 250 words/2000 character max



ENTER A BRIEF SPEAKER BIOGRAPHY FOR USE AT ISPE MEETINGS (250 words/2000 characters max)

Speaker Biography:

Click Save

