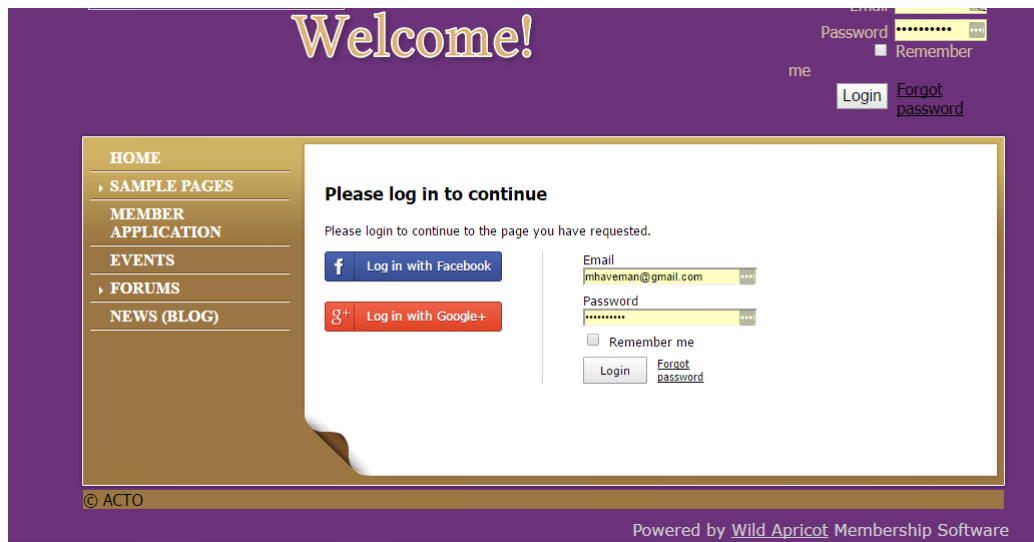


## Applying Guide to Completing your ACTO Online Profile

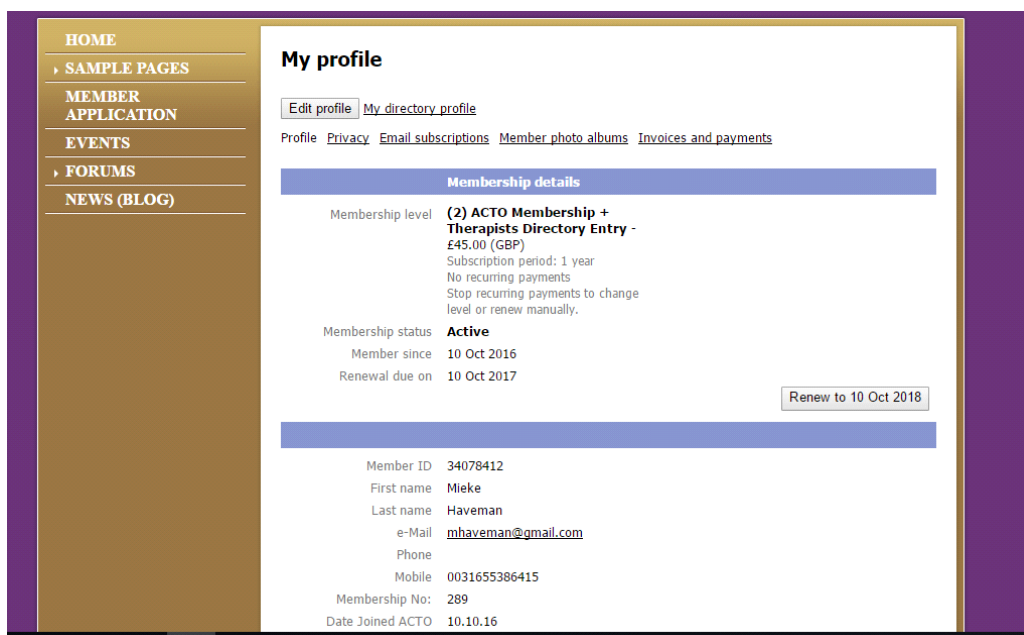
We have made this guide to show you how to change your directory entry yourself when you want to make any changes.

You will have received your user name and password via email. To log in you have to go to this link.

<https://acto.wildapricot.org/admin>. To access the site enter your email address and your password.



This will take you to the next screen:



Here you can see your profile. This is the information that goes into the directory. You can change information here yourself. At the top left under **My Profile** you see the 'edit profile' button. To change something click on this button.

## Association for Counselling and Therapy Online

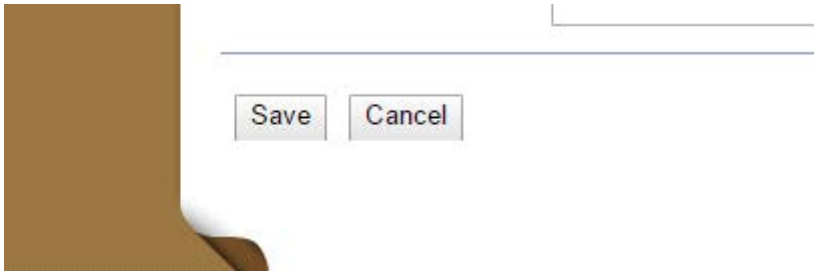
Special Interests	
Face to face training	
Online training	
Professional organisation membership inc. number	
Code of Ethics adhered to	

You can fill in all the individual fields here and / or change what is already there.

Directories	
Therapist	<input type="checkbox"/> Abuse <input type="checkbox"/> Abortion <input type="checkbox"/> ADD/ADHD <input type="checkbox"/> Addiction(s) <input type="checkbox"/> Adoption <input type="checkbox"/> Adoption Issues <input type="checkbox"/> AIDS/HIV <input type="checkbox"/> Anger Management <input type="checkbox"/> Anorexia <input type="checkbox"/> Anxiety <input type="checkbox"/> Asperger Syndrome <input type="checkbox"/> Autism <input type="checkbox"/> Autistic spectrum <input type="checkbox"/> Bereavement <input type="checkbox"/> Bulimia <input type="checkbox"/> Bullying

In the tick box section please tick all categories that you work with and leave the rest unchecked.





When you have finished do not forget to save all your work at the bottom of the page! Please go and check how it looks on the ACTO website <https://acto-org.uk/seeking-a-therapist/> or <https://acto-org.uk/seeking-online-supervisor/>

**If you need any help, please contact ACTO via [members@ACTO-org.uk](mailto:members@ACTO-org.uk) and we will help you out.**