How to Complete Your GSA Connect Profile

Completing a profile on GSA Connect benefits you, other GSA members and the GSA staff. With a complete profile, other members can find you when searching the membership directory for someone with your background, expertise or areas of interests. This could lead to collaborations and other opportunities. GSA staff also utilize the member directory, for example when responding to requests from the press for a referral to experts in specific areas.

We strongly encourage members to complete their entire profiles, but if time is short, we recommend focusing on a few key sections to get started – photo, bio, areas of expertise – then filling in the others at a later time. You can also import your LinkedIn Profile rather than populating each individual section manually. Your LinkedIn contacts will not be alerted and nothing will be posted to your LinkedIn account.

Follow the simple steps below and you can complete the key sections of your profile in 15 minutes or less.

Getting to your profile page
1. Login to GSA Connect
2. Click the Profile Icon on the top right corner of the page (you will see a silhouette until you upload your photo)

Step 1: Upload your Photo
1. Click on the “Actions” box located just above “Contact Details”
2. Click on “Change Picture”
3. Upload photo

Step 2: Input your Bio
1. Under “Bio” click on “Add” (if this is the first time you are inputting information) or click the pencil to edit the bio section
2. A new screen will appear for you to type in your bio or copy and paste it in
3. Click “Save”

Step 3: Indicate your Areas of Expertise
1. Click on the pencil next to “Contact Details” (located under your just uploaded photo)
2. This takes you to the “Update My Information” page (if you are not logged into the GSA website, it will prompt you to do so first)
3. Scroll down to the “Networking Information” section
4. You will see “Area(s) of Expertise”
5. Select all the areas that apply to you (hold down the CTRL key to select multiple areas)
6. Once all are selected, scroll to bottom of the page and click “Update Profile”

NOTE: please allow one hour to see any changes reflected on your GSA Connect profile