



ProGen Directory Instructions



Please complete your ProGen Directory profile today. It's easy and should take just a few minutes, here's how:

1. Go to: www.progenstudygroups.com/progendirectory.
2. Enter some part of your name in the first SEARCH box (e.g., Doe). The directory is pre-populated with your name, ProGen group number, and email address.
3. The results appear below the search. Click on your thumbnail photo and name.
4. On the left-hand side of your page, click on the link under the grey photo placeholder titled Login and Edit '**CLICK HERE.**' 
5. Type in your Username and Password.
 - o **The username is your first initial and last name.** E.g., Jane Doe's username is jdoe.
 - If you have a hyphenated surname, such as Jane Doe-Smith, then your username is jdoesmith.
 - If you have an apostrophe in your surname, such as Jane O'Connor, then your username is joconnor.
 - o Your password in **Genealogy_123**. (All passwords are preset; you can change it later.)
 - o Click the **Login** button.
6. Click the blue link '**Edit Your ProGen Member Profile**' that is under your picture placeholder.
7. **EDIT LIKE CRAZY!** Add your photo, any public contact information you would like, your specialty areas, education, and more!
8. Don't forget to click the red outlined '**CLICK HERE TO UPDATE YOUR INFORMATION**' button at the bottom when you're finished. 

Change Password

To change your password be sure you are logged into the Directory. Then in the top right of the page you will see an outlined box titled "Change Your Password." Click on that box and then input your email into the box and click "Reset Password." An email will be sent to you with directions.

Video Tutorial

If you would like additional details of how to create your directory listing, or you experienced trouble creating yours, please watch this brief video: <https://vimeo.com/595449597/628e063e81>.