



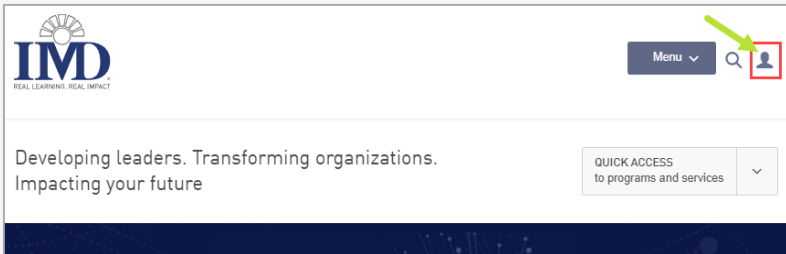
## Edit your MyIMD profile

- Contact details & personal info
- Profile picture
- Education & Professional experience



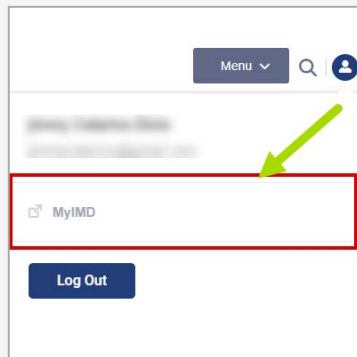
1

When logged in your *MyIMD* account, click on your profile icon



2

Click on the **MyIMD** link



3

A. Click **My profile** to edit your contact details and personal information as well as uploading your picture

B. Click **Professional experience** to edit/add professional experiences


C. Click **Education** to edit/add educations

The screenshot displays the MyIMD user interface. At the top left is the IMD logo with the tagline 'REAL LEARNING. REAL IMPACT'. To the right of the logo are navigation links for 'MyIMD', 'Applications', and 'IMD website'. A dark blue banner below the logo reads 'Welcome to MyIMD'. The main content area features a section titled 'Application for Business Finance' with a progress indicator showing two steps: '1 Fill in your application' and '2 Submit your application'. Below this, it states 'You have completed 4 out of 10 tasks, 6 still require action.' On the right side, a user profile dropdown menu is open, listing options: 'My profile', 'Professional experience', 'Education', 'Privacy settings', 'Account settings', 'Support', and 'IMD Privacy Notice'. A 'Log Out' button is located at the bottom of the menu. A red rectangular box highlights the 'My profile' option, and a green arrow points to it from the right. A red letter 'A' is positioned to the left of the menu.



Make the necessary changes and/or upload a new picture and click **Save**

### Profile picture



[Upload file](#) or [Drop file](#)  
(Max 6 Mb)

### Personal information

**Title**  
Mr

**First name**

**Last name**

**Gender**

**Nationality**  
Type to add nationality

Portuguese  
Swiss

**Languages**  
Type to add language

English  
French

**Date of birth**

**Biographical details**  
Please provide a brief description of your background and interest

### Contact details

**Private email**

**Professional email**

**Preferred email for communication**

**Private mobile phone**  
Enter private mobile number

**Professional mobile phone**

**Professional phone**  
Enter professional number

### Private address

**Street name and number**

**Postal code** **City**

**Country**  
Switzerland

**State**

[Save](#) [Discard changes](#)

3

- A. Click **My profile** to edit your contact details and personal information as well as uploading your picture
- B. Click **Professional experience** to edit/add professional experiences
- C. Click **Education** to edit/add educations

The screenshot displays the MyIMD user interface. At the top left is the IMD logo with the tagline 'REAL LEARNING. REAL IMPACT'. To the right of the logo are navigation links for 'MyIMD', 'Applications', and 'IMD website'. A dark blue banner below the header reads 'Welcome to MyIMD'. The main content area is titled 'Application for Business Finance' and features a progress bar with two steps: '1 Fill in your application' and '2 Submit your application'. Below the progress bar, it states 'You have completed 4 out of 10 tasks, 6 still require action.' On the right side, a user profile dropdown menu is open, listing options: 'My profile', 'Professional experience', 'Education', 'Privacy settings', 'Account settings', 'Support', and 'IMD Privacy Notice'. A red box highlights the 'Professional experience' option, and a green arrow points to it from the right. A 'Log Out' button is located at the bottom of the dropdown menu.

**B**

To add a new experience, click **Add**

Then enter the related information and click **Save**

**My account**  
**Professional experience**

**Professional experience**

You haven't entered any professional experience yet. Use the button to begin.

**Add**

**My account**  
**Professional experience**

**Professional experience**

**Job title**  
*Enter your Job Title*

**Company name**  
*Enter your Company Name*

**Location**  
*Enter your Location*

**From**      **To**  
Month : Year :      Month : Year :

I currently work here

**Description**  
*Enter your job description*

**Save**      [Exit without saving](#)

3

- A. Click **My profile** to edit your contact details and personal information as well as uploading your picture
- B. Click **Professional experience** to edit/add professional experiences
- C. Click **Education** to edit/add educations

The screenshot displays the MyIMD user interface. At the top left is the IMD logo with the tagline 'REAL LEARNING. REAL IMPACT'. To the right of the logo are links for 'MyIMD', 'Applications', and 'IMD website'. A dark blue banner below the logo reads 'Welcome to MyIMD'. The main content area is titled 'Application for Business Finance' and features a progress bar with two steps: '1 Fill in your application >' and '2 Submit your application'. Below the progress bar, it states 'You have completed 4 out of 10 tasks, 6 still require action.' On the right side, a user profile dropdown menu is open, listing options: 'My profile', 'Professional experience', 'Education', 'Privacy settings', 'Account settings', 'Support', and 'IMD Privacy Notice'. A red rectangular box highlights the 'Education' option, and a green arrow points to it from the right. A red letter 'C' is positioned to the left of the 'Education' option. At the bottom of the dropdown menu is a 'Log Out' button.





To add a new education click **Add**.

Then enter the related information and click **Save**

## My account

### Education

#### Education

You haven't entered any education information. Click the button to begin.

Add

## My account

### Education

#### Education

**Institution**

*Enter the name of the institution*

**Degree**

*Select your most advanced degree*

**Field of study**

*Enter your field of study*

**From**

*Month*

*Year*

**To**

*Month*

*Year*

Save

[Exit without saving](#)

# Need help?



For any question or issue you may have,  
please contact the **IT Helpdesk**

- call us: +41 21 618 0789
- open a ticket: <https://support.imd.org>
- get online support: <https://help.imd.org>
- send an email: [ITHelpdesk@imd.org](mailto:ITHelpdesk@imd.org)

Opening hours (CET)  
Mon-Fri: 8:00 – 18:00