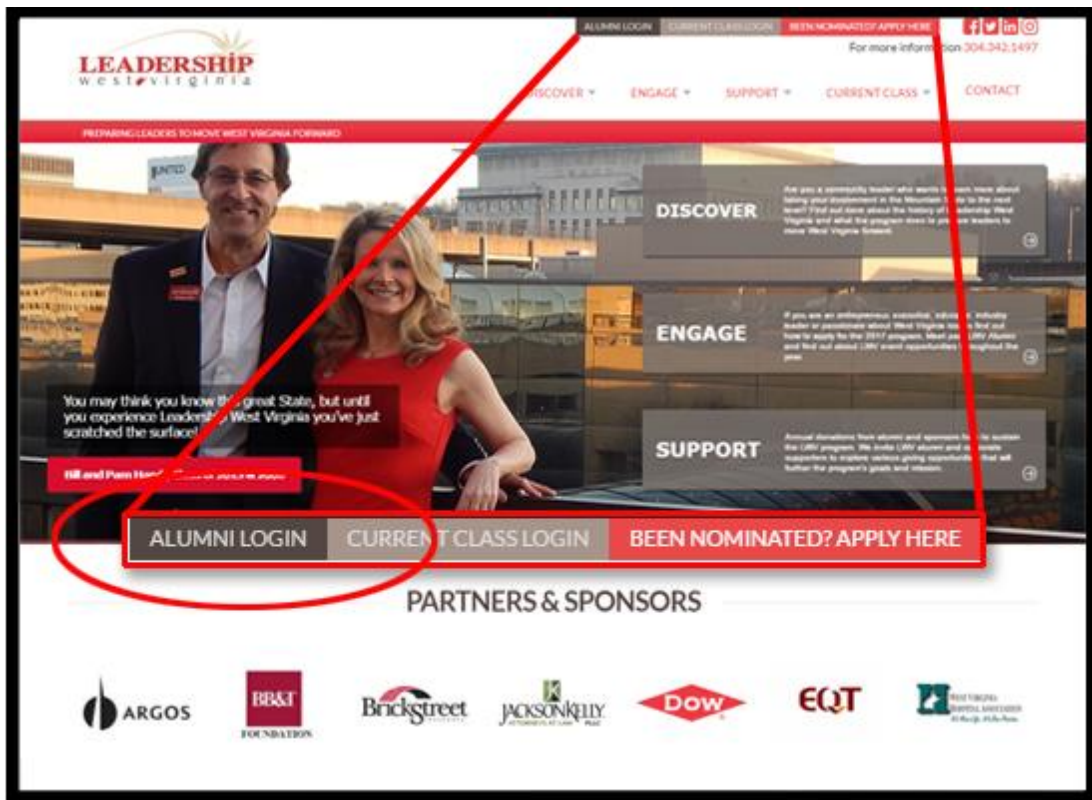


# Step 1

Navigate to the Leadership West Virginia web site ([www.leadershipwv.org](http://www.leadershipwv.org)).

# Step 2

Click the LOG-IN button at the upper right corner and choose "Alumni"

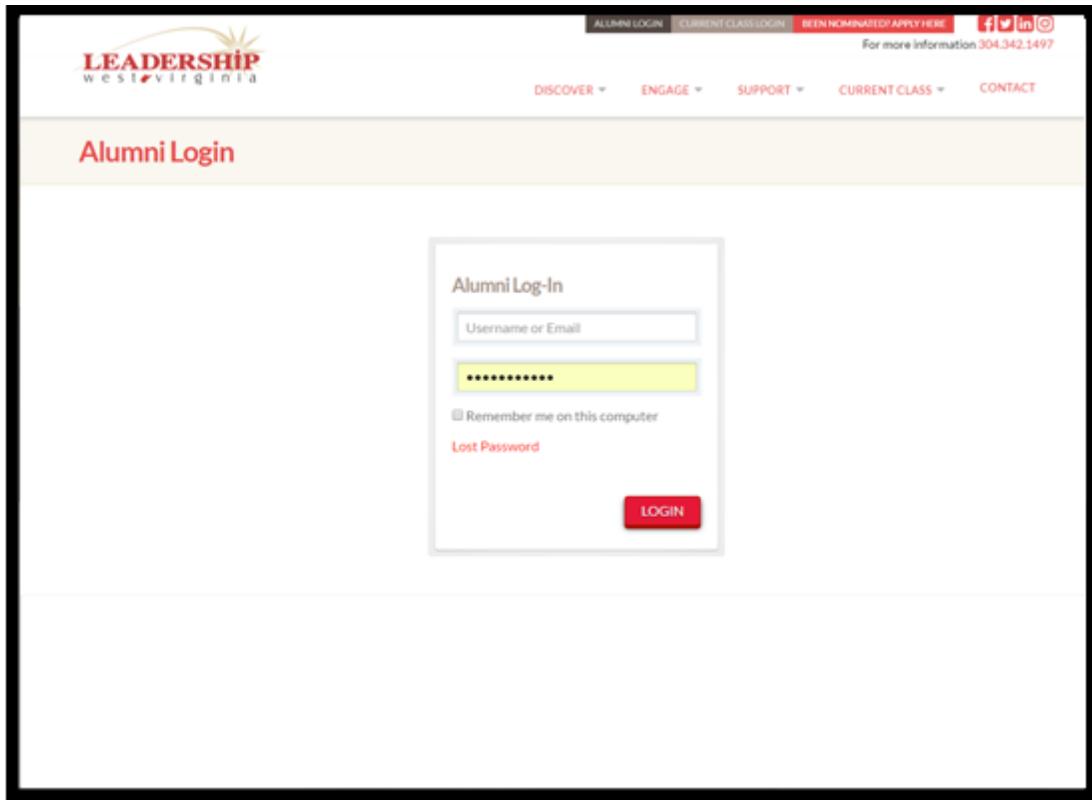


# Step 3

Type in your **EMAIL ADDRESS** (this is your USER NAME). The email address is the one you used when you filled out your original profile information.

Your **PASSWORD** is the one you created when you filled out your original profile.

Some of you may not have either a user name or password,  
please contact Kate Reed to reset your information  
at [kreed@leadershipwv.org](mailto:kreed@leadershipwv.org).



The screenshot shows the Leadership West Virginia website's Alumni Login page. At the top, there is a navigation bar with the Leadership West Virginia logo on the left and links for 'ALUMNI LOGIN', 'CURRENT CLASS LOGIN', and 'BEEN NOMINATED? APPLY HERE' on the right. Below the navigation bar, there are social media icons for Facebook, Twitter, LinkedIn, and Instagram, along with the phone number '304.342.1497'. A secondary navigation bar contains links for 'DISCOVER', 'ENGAGE', 'SUPPORT', 'CURRENT CLASS', and 'CONTACT'. The main heading of the page is 'Alumni Login'. In the center, there is a login form titled 'Alumni Log-In' with a 'Username or Email' field, a password field (highlighted in yellow), a 'Remember me on this computer' checkbox, a 'Lost Password' link, and a red 'LOGIN' button.

## Step 4

### Update My Bio

Once logged in, choose "Update My Bio."

Call for more information **304.342.1497** [LOG-IN](#)

**LEADERSHIP**  
west virginia


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[Log Out](#)   [Change Password](#)

**Welcome**

What would you like to do today?



[Update My Bio](#)



[Search For Alumni](#)


Add your professional bio. See the below sample as a content guide we would like you to follow:

Call for more information **304.342.1497** [LOG-IN](#)

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**Pamela Farris**

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Class 1996

Pam Farris is the Executive Director of Leadership West Virginia, a not-for profit affiliate of the West Virginia Chamber of Commerce. Leadership West Virginia is a statewide training and professional development program. Farris is responsible for leading the program, recruiting for the selection of qualified participants, fundraising activities and building an alumni network of leaders. She brought 22 years of professional experience to the Leadership program as she previously worked at Wells Fargo Disability Management. Farris is active in the community currently serving as the Co-chair of the West Virginia Business Volunteer Steering Committee. She is the Past President of the Charleston Vandalia Rotary Club and is a member of the West Virginia Society of Association Executives. She is a graduate of West Virginia University's school of Business and Economics and completed the Leadership West Virginia program in 1998. She resides in South Charleston with her husband and two sons.

## Step 5

## Next update/insert your photo.

We recommend a .JPG image with a resolution of 72ppi. Please use professional headshots. Once you've uploaded your photo, the built in photo editor will assist you in cropping and fine tuning the image.

Call for more information **304.342.1497** [LOG-IN](#)

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Welcome Alumnus > Update Bio    [Log Out](#)    [Change Password](#)

**Member Bio**

**Personal Details**

Last Name  
Farris


First Name  
Pamela

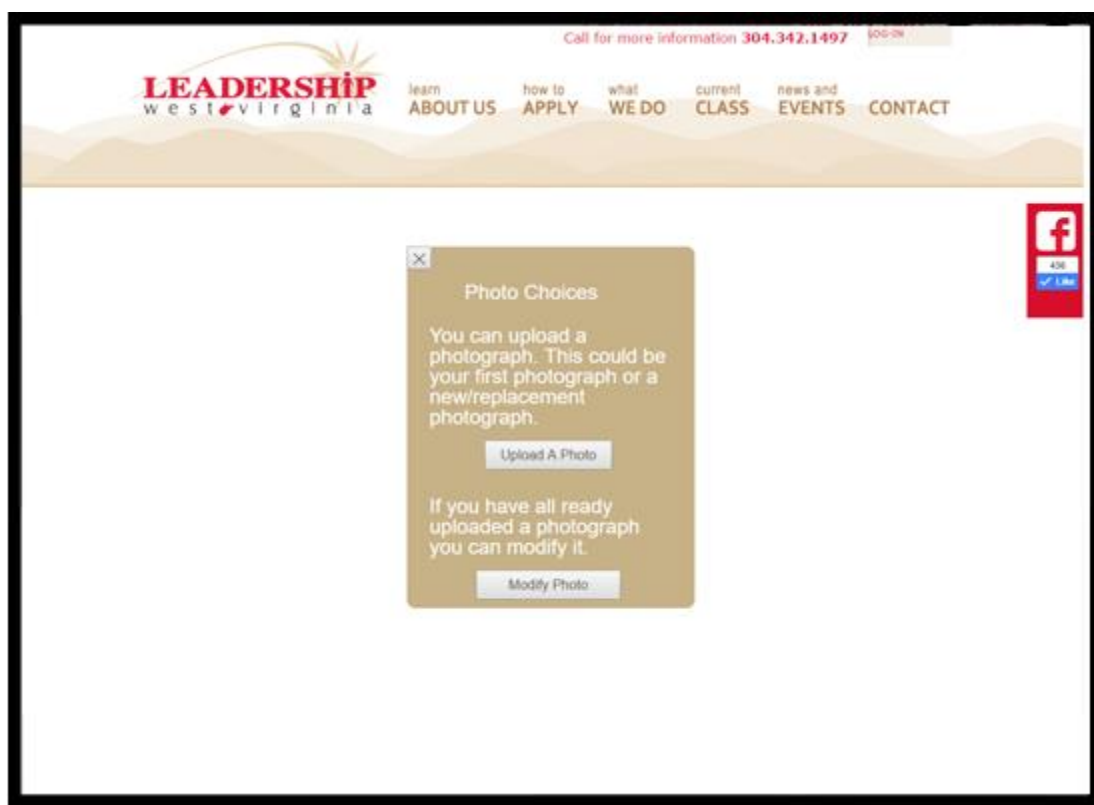
Year Graduated 1998

**Employment Details**

Profession  
Unchanged

Title  
Executive Director

  
Update My Photo



**Once you've submitted your information your profile is complete!**

You can log-in to change information any time. If you forget your password you can reset it by selecting, "forgot password."

If you have any questions about setting up your profile please feel free to contact Kate Reed, Alumni Coordinator, at [kreed@leadershipwv.org](mailto:kreed@leadershipwv.org).