My profile

In your profile you can find your information to display as an interventionist.

- My profile
- Professional profile
- Linking profile

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In your profile you can find your information to display as an interventionist.

To visit your profile you must tap on the top right icon with three vertical dots wich is next to the notifications icon .
A menu will be displayed, in which you must tap 

.
Once there in your profile you will be able to find your information:

- Add or change your profile picture
  1. Tap on your profile picture 
  2. Choose between taking a photo and uploading an image from your files.
  3. Once you have selected the image tap "Done" and your image will be uploaded to your profile.

- Change your password
  1. Tap on the edit icon next to your email and password 
  2. The new window will ask you to enter your current password, a new password and repeat the new password.
     (If you need to change your email address you can contact us at support@letterorder.com)
  3. Tap 

button. The legend "Your password has changed" confirms the change.

- Your teacher code: which you can share with your students so that they can add you as their new teacher.

Professional profile

Your professional profile: where you can upload or update your teaching, interventionist and education certificates, which will be shown to students and parents.

Upload doc

1. Login to your profile as above.
2. In the professional profile section tap 

button.
3. Select the option you want, take a picture  or choose a file from your device .
4. With your file uploaded, you will need to enter the name of the document, a description of the document (optional).
5. Tap 

to save your uploading document.
6. Now the name of your document will be displayed on your professional profile.

Update doc

1. If you wish to update your documents you must log in to your profile.
2. In the professional profile section press on the name of the document you wish to update.
3. In the window that appears tap the icon 
4. Select the option you want, take a picture  or choose a file from your device .
5. Enter the name of the document and a description (optional).
6. Tap 

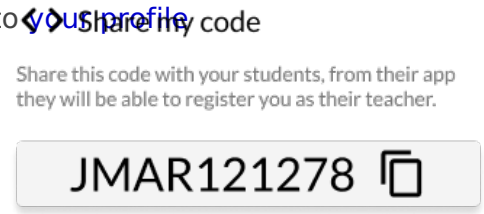
to finish uploading the document.
7. Now the new document and its new information will be displayed on your professional profile.

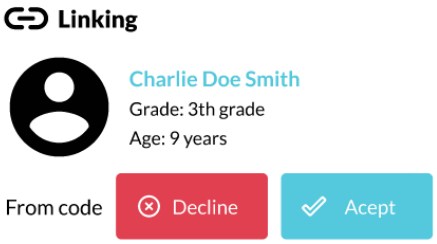
Linking profile

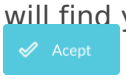
To link your profile with your students' profile and start your activities, you need to know and share your teacher code, or ask your students for their student code and add them directly.

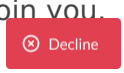
Your teacher code: which you can share with your students so that they can add you as their new teacher.

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1. Enter to your profile
2. Go to 

3. Tap the icon 
4. Now your code has been copied.
5. Go to private messaging or the media you want to share your code and paste it.
6. Students should enter your code, and add you as an interventionist.
   After that, you have to accept them as students .
7. Tap the notification or go to "Add a student".
8. At the bottom you will see


9. You will find your students' requests to join you.
10. Tap 

to add them as students or 

if you don't want add them as students.