



Community Service Office

Gephardt Institute for Public Service

Instructions for Editing Your Online Profile St. Louis Non-Profit Agency Database

1. Please go to www.communityservice.wustl.edu/agencies and bookmark it as your homepage for all of your connections with WU's Community Service Office.
2. Scroll down to the middle of the page and under the heading "Publicize Your Volunteer Needs", click on "St. Louis Non-Profit Agency Database". This will take you to a new page.
3. You should now be at the opening page of the St. Louis Non-Profit Agency Database. Find the red bar titled "Submission Options".
4. Under "Submission Options", click "Edit an Existing Profile".
5. Locate your agency on the alphabetical list of agencies, then click on the "edit" option located under the column titled "Details".
6. Edit the information and then scroll to the bottom of the page where you will click "submit".

You may submit edits your profile at any time, and we encourage you to review your profile for accuracy at least once per year. If you have any questions, please do not hesitate to contact us at 314.935.5599 or communityservice@wustl.edu.



Washington University in St. Louis

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