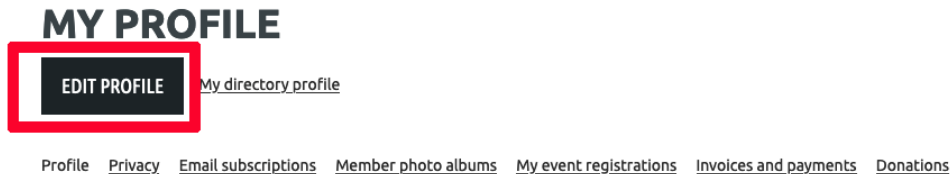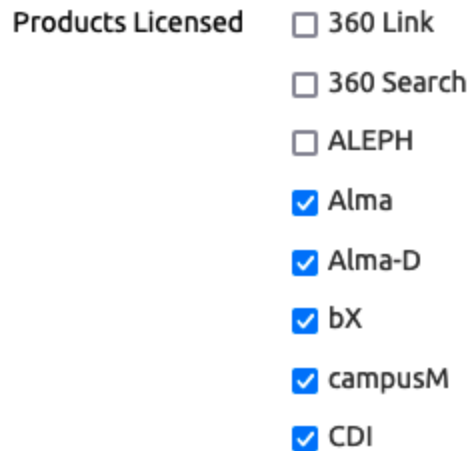Instructions to Update ELUNA Software Profile

In order to prepare the list of eligible voters in the new voting portal (ElectionBuddy), we require each institutional representative to update their software profile in our membership database. To do so:

1. Log in to your account and check the software that your institution currently licenses. When you login to the ELUNA membership software, you'll need to edit your ELUNA institution profile.



2. Next, select the software that you currently subscribe to in your directory profile.



3. Check off those software packages your institution or consortium currently licenses.  If you are a member of a consortium, please indicate that in your membership profile.

4. Remember to **save your changes** (Save button is at the bottom of the page) once you have updated your software profile. As your institution adds or removes software from their portfolio, you should update your directory profile.  Reminders to update your profile will go out in January and June, before large product votes.

If your institution's ELUNA membership is active at the time of the ballot, your institution will be eligible to vote.  If your institution lapses and then renews their membership mid-election cycle,

we can activate a ballot for you, but we cannot extend the duration of the voting cycle. If you have any questions or problems, please contact [elections@exlibrisusers.org](mailto:elections@exlibrisusers.org).