Members Guide to Editing your new PCC Profile (Member Dashboard)

Welcome to the PCC's updated website and membership database. These profiles will allow you to share information with other members, students seeking training analysts or supervision, and prospective patients and allow you to review event registrations and membership status. As we continue to work with and develop the site for your needs, more features will become available.

These instructions will allow you to update your member bio, add information about your practice, and share information with others searching for therapists and supervisors.

Members will receive an email asking them to reset their user password for access to the new site. Once your password is reset, you will be able to log in. If you have not received a link, please contact Katharine Jarman, Katharine@carolinapsychoanalytic.org.

Signing in from the PCC website:

To access the member dashboard from the website, visit www.CarolinaPsychoanalytic.org and click on the maroon "**Member Home**" button.

From this screen, sign in using your username or email address and your password.

Home / Member

Member

Username

Username

Password

Password

LOG IN

Remember Me ☐

Lost your password?

If you don't remember your password, use the "Lost your password?" link and enter your email address for instructions.

Member Dashboard

Your Member Dashboard has eight tabs across the top, six of which members can edit. The **Membership** and **Events** tabs are not editable but will offer information on the status of your membership and information on any events, courses, or programs you register for through this system.

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Editing Dashboard Tabs
You may update your profile information by clicking on the "Edit" link at the bottom of each page (see images below). Some fields will accept multiple entries but only display the last entry on the dashboard (Education data for example).

My Profile

- This tab displays general information for the staff and PCC members.

- We encourage members to upload a recent picture.

- Please include as much information as you would like to share with the public and potential students.

- The PCC will use the Mailing Address for our records and will use your work email and phone as primary contact information and in our Therapist Search unless you specify otherwise.

- The PCC Training Analysis and/or Supervisor field is not editable but will be populated using the approved listing from the Training and Education Committee.

- Psychoanalytic Interests is a field primarily for Community members to provide insight into why they joined, but everyone is welcome to add notes here. This is not shared with the public.

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My Practice

- You must edit the **Education/Degree** table at the bottom before editing other details. When you edit your Degree, College/University, and Course of Study, only one degree will appear on the dashboard (see **Education/Degree** image below). We hope to fix this issue soon.

- Please include as much information as you would like to share with the public and potential patients.

- Only the fields containing data will appear in the profile search (if you skip a question, the label will not appear blank or look incomplete in the search).

- If you indicate that you are accepting patients on the first line, this information will be used to populate the [Psychoanalytic Referral Service Therapist Search](#), along with the work email and phone number.

- If you are a supervisor, this information will appear in the [PCC's Find a Supervisor search.](#)

- Many of the dropdown selections were taken from past iterations of the membership application, so if you have suggestions for additions, such as additional "Treatment Orientation" choices, please contact Vann Pearsall.

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Psychoanalytic Education

- Much like the Education field, the Psychoanalytic Education tab only displays one line of information.
- Please use the "Other Training" to include any other relevant education.
- If you are a current trainee or a student who has not matriculated, feel free to add notes in the last field.
- Once you have entered and received the confirmation pop-up, use your browser's "back" button to return to the main dashboard.

Psychoanalytic Education and Training

Name of Center/Institute/Society :	Unseen University
Training Track/Course of Study :	Other
Other Training :	Indefinite Studies
Year of completion (YYYY), if applicable :	
Non-graduate/Current Trainee notes (optional) :	Still in training

✏ Edit

Psychoanalytic Education and Training

Name of Center/Institute/Society	Training Track/Course of Study	Other Training	Year of completion (YYYY)	Non-graduate/Current Trainee notes (optional)	
PCC	Other			Current student	ViewEditDelete
Unseen University	Other	Indefinite Studies		Still in training	ViewEditDelete

⊕ Add New Record

Representation

This tab records the questions from the Membership Application. Previously we only collected these when a new member joins. You will be reminded to review these annually in December with your renewal. Please take a moment and complete the questions as you update your profile.

If you have any questions or concerns, please [contact Vann Pearsall](#).

Documents

This tab allows members to upload, edit, and share files relevant to the membership community. Use this section to post important resources, forms, reports, or materials that may benefit other members. Ensure that all uploaded documents are current, clearly labeled, and appropriate for member access. This feature helps maintain an organized, up-to-date collection of shared information within the member network. We are testing this feature to better serve our members by sharing relevant documents.

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Additional Resources

Donate Now

The 'Donate Now' button in the sidebar allows users to make a contribution directly to support our work. Clicking the button will take you to a secure donation page where you can choose the amount and payment method.

Member Portal

When you are logged in to our Member Page, you will have access to our internal 'Member Portal'.

From this page, you can access member information (e.g. listserv guidelines, grievance policy, social media policy, colleague assistance committee, professional wills packet), training and continuing education information (e.g. PCC student handbook for training programs, faculty and student licensing and liability insurance, professional and ethical guidelines for the classroom, training and supervising analyst appointment developmental pathway), a newsletter archive, board meeting minutes, and directories and searches (e.g. board and committee leadership, faculty directory, member directory, supervisor search, therapist search).

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Member Directory
Member login also provides access to a comprehensive member directory containing contact information for all members.
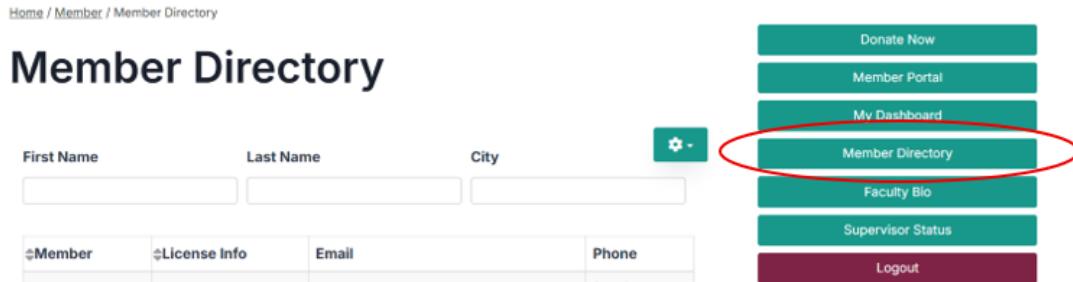
Additional Buttons for Faculty and Supervisors

Faculty Bio
This bio will appear with course materials on the website, in course announcements, and in marketing communications. Please review and update your bio before each new course to ensure that all information—such as your title, professional background, and current interests—is accurate and up to date. *Please note that the 'Faculty Bio' button is visible and accessible only to faculty members.
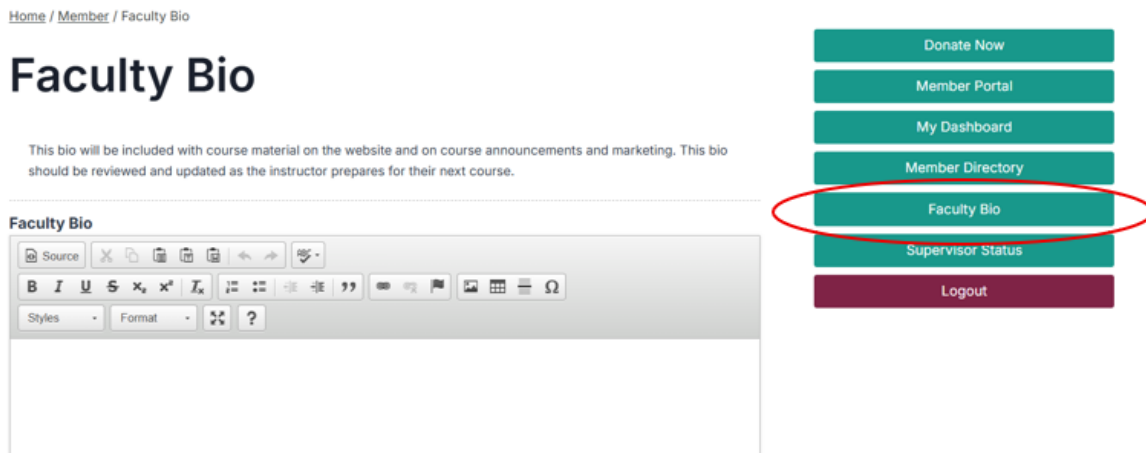
Members Guide to Editing your new PCC Profile (Member Dashboard)

Supervisor Status
Keeping your supervisor status current ensures accurate information is displayed in the Supervisor Search on the website. This feature allows others to see which TA, SA, or PPT Supervisors are currently available. *Please note that the 'Supervisor Status' button is visible and accessible only to faculty members.
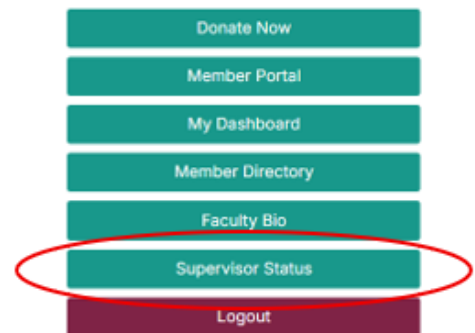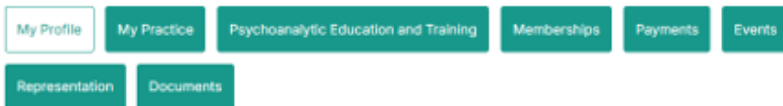
To update your status:

- Navigate to the Supervisor Status section.

- Select all applicable options that reflect your current availability.

- Your selections will appear as searchable fields within the Supervisor Search tool.

Regularly updating your status helps maintain accurate and up-to-date information for staff and participants.

Home / Member

Member

Dashboard - Katharine Currin

My Profile | My Practice | Psychoanalytic Education and Training | Memberships | Payments | Events
Representation | Documents

Donate Now
Member Portal
My Dashboard
Member Directory
Faculty Bio
Supervisor Status
Logout

Home / Member / Supervisor Status

Supervisor Status

Update your current status. This will inform the Supervisor Search on the websites by showing which TA/SA/PPT Supervisor is available. Select as many as applies. Selections will be listed as a field in the search.

TA/SA/PPT Supervisor Status
☐ Accepting students for Training Analysis
☐ Accepting students for Analytic Supervision
☐ Accepting students for Psychoanalytic Psychotherapy Supervision
☐ Accepting child candidates for Training Analysis
☐ Accepting child candidates for Analytic Supervision
🔧

✓ Update

Donate Now
Member Portal
My Dashboard
Member Directory
Faculty Bio
Supervisor Status
Logout