



K4Community Plus App

How to Create a Biography

K4Community Plus provides the ability for residents to easily create biographies in the app for fellow residents and friends to view. Biographies are a great way to get to know your neighbors, especially new residents. Additionally, biographies are searchable in the Resident Directory, making it even easier to find friends with similar interests as you! In this article we will break down how to do so via the mobile app, which can be downloaded to a phone or tablet, and the web app.

How to create a biography in the mobile app:

1. At the bottom of the Home screen, tap **“More”**
2. Tap **“Directory”**
3. Here, you will be presented with the Resident Directory. Find your profile by either scrolling, or typing your name in the search bar. Tap your name/profile.
4. Tap **“Edit”** at the top of your profile summary.
5. Type, or copy/paste your biography into the Biography section
6. Tap **“Done”**



How to create a biography in the web app:

1. In the left-hand navigation pane, click **“Directory”**
2. Here you will be presented with the Resident Directory. Your personal profile will appear at the top of the list, and you will see a summary of your profile on the right-hand side of the screen.
3. Click **“Edit”** at the top of your profile summary.
4. Type, or copy/paste your biography into the Biography section
5. Click **“Save”**



Need help?
Contact K4Connect Support!

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