



COUNTERSTRAIN

The Jones Institute

Counterstrain Directory Listing Set Up Instructions

How to set up your Counterstrain Directory Listing

1. Log in to your [Student Portal](#).
2. Click the **Account** tab then click **Dashboard**.
3. From your **Dashboard**, click the **My Account Information** tab.
4. Verify or update your account information. Don't forget to add a photo and save your changes.
5. Next, click the **My Addresses** tab to add your saved addresses.
6. Click the address you want listed or click the "Add Address" button and enter your clinic address.
7. Check the "Primary Address" box, as this will specify the address to list and save your changes.
8. Next, click the **My Communication Settings** tab. This is where you'll choose what information to display on your public profile.
9. **IMPORTANT:** In order to display your listing publicly, you must check the "Show my account information in search results" box.
10. Next, check the boxes for the information you'd like to display. Uncheck the boxes for the information you'd like to hide.
11. After you've saved your changes, the box will go back to being unchecked. Don't worry about that, it will not affect your listing.