

Quick Guide to Updating Your Personal Information(CV)

1. Log into AUXDATA II
2. Select Members

Home Members Units Activity Logs More

Build Skills That Save Lives

WELCOME STEVEN ANTHONY FIORILLO!

QUICK LINKS

WHAT'S NEW
Information about recent system updates

RELEASE NOTES & USER GUIDES
Navigate to the Libraries tab

3. Once you've selected Members, the Recently Viewed screen will be displayed. If you've been in AD2 recently your name should appear close to the top. If so select it with a left mouse click

4. If you don't see your name under "Recently Viewed", then enter your Member# or last name in the search field and hit return/enter. The search results will appear with your name under the Members section, then select it.

The screenshot shows the USCG Auxiliary Members Community interface. The top navigation bar includes Home, Members, Units, and More. A search bar at the top right contains the number 3008984. Below the navigation, the 'Members Recently Viewed' section is displayed, showing a list of 15 items. The first item is STEVEN ANTHONY FIORILLO, with a left mouse click arrow pointing to the first column. A search bar below the list contains the number 3008984. A search results modal is open, showing the search results for the member. The modal includes sections for Requests, Members, Activities, and Files. The 'Members' section shows one result for STEVEN ANTHONY FIORILLO, with a left mouse click arrow pointing to the member's name. The 'Activities' section shows two results, and the 'Files' section shows one result.

Name	First Name	Middle Na...	Last Name	Unit Number	Member ID	Unit Name
1 STEVEN ANTHONY FIORILLO	STEVEN	ANTHONY	FIORILLO	140608	3008984	DANA POINT
2 JE...						DANA POINT
3 CU...						DANA POINT
4 DA...						DANA POINT
5 NA...						DANA POINT
6 AN...						DANA POINT
7 BF...						DANA POINT
8 CL...						DANA POINT
9 RI...						ORANGE CO, ARCHIVE
10 JU...						DANA POINT
11 ER...						DANA POINT
12 RO...						HUNTINGTOI
13 CA...						MAALAEA
14 TH...						BALBOA BAY

REQUEST NUMBER	SUBJECT	STATUS	DATE/TIME OPENED	REQUEST OWNER ALIAS	REQ...
00019573	AUXDATA II Activation R...	Closed	6/10/2020 4:42 PM		Sen...

NAME	FIRST NAME	MIDDLE NAME	LAST NAME	UNIT NUMBER	MEMBER ID	UNIT NA
STEVEN ANTHONY FIORILLO	STEVEN	ANTHONY	FIORILLO	140608	3008984	DANA P

ACTIVITY RECORD NUMBER	CREATED BY	UNIT	MISSION CODE	MISSION START TIM
AL-3008984	Matt White	THE PALM BEACHES	08: ADMINISTRATIVE SUPPORT	2/10/2014 6:00 AI
AL-2977435	Matt White	LOWER TOWNSHIP	22C: INSTRUCTOR CG COURSES	9/21/2010 9:42 PM

TITLE	SIZE	FILE EXTENSION	LAST MODIFIED DATE	OWNER

Updating Your Personal Details

1. Once you've selected name, your personal info will be shown under the Detail section

2. To edit your data, select the Edit button and the Edit Member dialog box will appear.

3. Edit your data as needed and select Save to save your changes

The screenshot shows a web application interface with a top navigation bar containing 'Home', 'Members', 'Units', and 'More'. A search bar is on the right. The main content area displays a member profile for 'Mr. STEVEN ANTHONY FIORILLO' with details such as Unit Name (DANA POINT), Unit Number (1140608), Member Status (BQ), and Boating Safety Course Completed (checked). Below the profile are tabs for 'DETAIL', 'RELATED', and 'SKILLS AND AVAILABILITY'. An 'Edit Member' dialog box is open, showing a form with fields for Member ID, Member Status, Name (Salutation, First Name, Middle Name, Last Name, Suffix), Unit Name, Unit Number, Occupation, and Spouse Name. The 'Save' button is highlighted in blue at the bottom right of the dialog box.

Member ID	Member Status
3008984	BQ

Name	Member Status Date
Mr. STEVEN ANTHONY FIORILLO	6/12/2019

Unit Name	Archived
DANA POINT	<input type="checkbox"/>

Unit Number	Boating Safety Course Completed
1140608	<input checked="" type="checkbox"/>

Occupation	Spouse Name
RETIRED	Cindy

Updating Your Skills and Availability

1. To update your available time and/or skills(work experience), select SKILLS AND AVAILABILITY
2. The top section is your Availability. Update as needed and select Save Availability

Home Members Units More ▾ Search...

Member Mr. STEVEN ANTHONY FIORILLO + Follow Edit

Unit Name: DANA POINT Unit Number: 1140608 Member Status: BQ Boating Safety Course Completed:

DETAIL RELATED **SKILLS AND AVAILABILITY** CHATTER

Availability For Coast Guard Support Operations

	Su	Mo	Tu	We	Th	Fr	Sa	
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Deselect All
Day:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Select All
Night:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select All
Either:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Select All

Are you willing to travel outside of your home area? Yes

Are you physically capable to do the duties which you are qualified and registered to perform? Yes

Are you willing to do CG or AUX administrative support missions? Yes

I have a current laminated ID card with photo. Yes

Save Availability

Updating Your Skills and Availability

3. To update your Skills, scroll down the page to the My Skills section

4. You can select new skills/occupations from the Skill Group and Skill pull down menus

5. To add a new skill, select Add Skill. To change your occupation, select Set Occupation

6. Or remove any skills which are N/A

7. Once completed, select Save to save your changes.

Skill Group ⓘ
--None--

Skill ⓘ
--None--

Occupation
RETIRED

My Skills

	Skill
Remove	FOOD PREPARATION AND SERVING RELATED WORKERS, ALL OTHER
Remove	COMPUTER OCCUPATIONS, ALL OTHER
Remove	Food Service Managers

[Save Skills and Occupation](#)