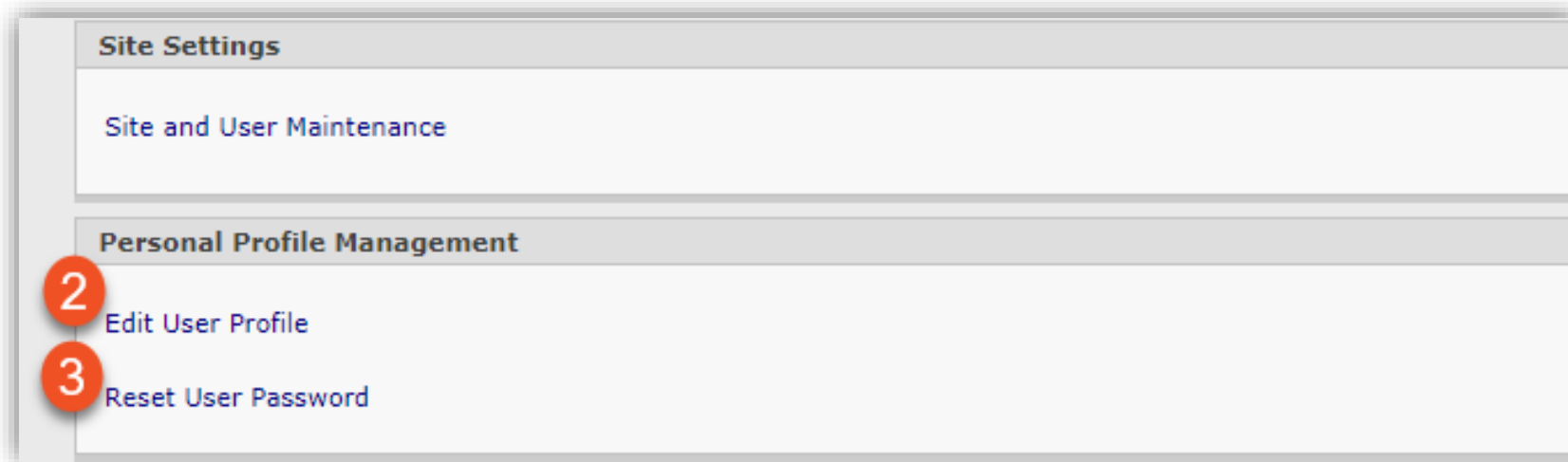
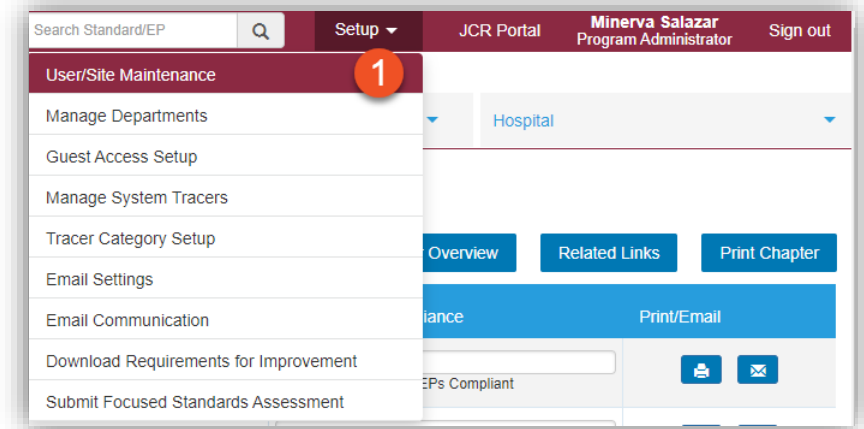


# Personal Profile Management

## Access Personal Profile Management

1. From the Setup Menu, click **User/Site Maintenance**
2. Click **Edit User Profile** to edit the profile information of the user currently logged in
3. Click **Reset User Password** to reset the password of the user currently logged in



# Personal Profile Management

## Edit User Profile

The screenshot shows a web interface for editing a user profile. At the top, it says 'Edit User Profile' and 'User: Minerva Salazar' with 'Current Site: Training Team Site'. Below this is a '< Back' button. The main content area is titled 'Edit User Profile for: Minerva Salazar' and contains the following fields and information:

- User ID: 125532 (marked as a required field)
- \*Last Name: Salazar
- \*First Name: Minerva
- Middle Name: (empty)
- Email: msalazar@jcrinc.com2
- Mobile Phone: (empty)
- Status: Active (dropdown menu)
- Created by: (empty)
- Create Date: 4/15/2013 10:08:20 AM
- Updated by: Minerva Salazar
- Updated Date: 9/10/2019 4:07:42 PM

At the bottom right of the form are 'Save' and 'Cancel' buttons.

**NOTE:** Here you can update user information such as: Last Name, First Name, and User Logon ID

## Reset User Password

The screenshot shows a web interface for resetting a user password. At the top, it says 'Reset Password' and 'User: Minerva Salazar' with 'Current Site: Training Team Site'. Below this is a 'PASSWORD RESET' form with the following fields and information:

- Question 1: What is the street where you grew up? (dropdown menu, marked as a required field)
- \*Answer: (text input)
- Question 2: What is your favorite movie? (dropdown menu)
- \*Answer: (text input)
- \*New Password: (text input)
- \*Confirm Password: (text input)

At the bottom right of the form are 'Reset Password' and 'Cancel' buttons.

**NOTE:** Here you can update security questions or reset your user password