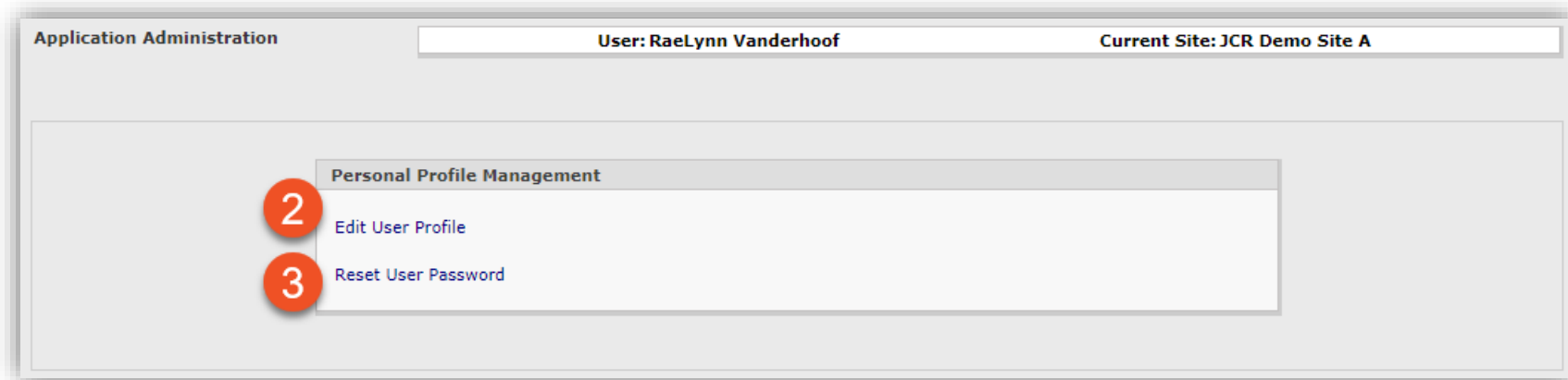
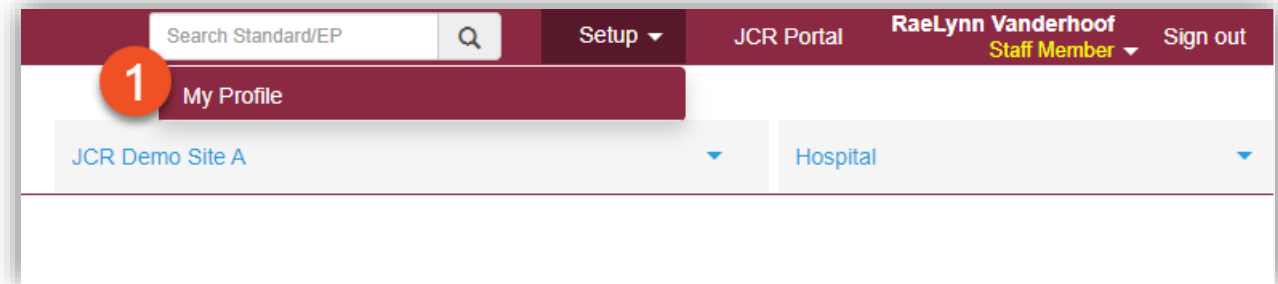


Personal Profile Management – Staff Members

Access Personal Profile Management

1. From the Setup Menu, click **My Profile**
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 – Staff Members

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 form is titled 'Edit User Profile for: Minerva Salazar' and includes a '* Required field' indicator. The form contains the following fields: 'User ID: 125532', '*Last Name: Salazar', '*First Name: Minerva', 'Middle Name:', 'Email: msalazar@jcrinc.com2', 'Mobile Phone:', 'Status: Active', 'Created by:', 'Create Date: 4/15/2013 10:08:20 AM', 'Updated by: Minerva Salazar', and '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 Email

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 a '* Required field' indicator. The form contains the following fields: 'Question 1: What is the street where you grew up?' with a dropdown menu and '*Answer:' field; 'Question 2: What is your favorite movie?' with a dropdown menu and '*Answer:' field; '*New Password:' field; and '*Confirm Password:' field. At the bottom right of the form are 'Reset Password' and 'Cancel' buttons.

NOTE: Here you can update the security questions and responses, and password