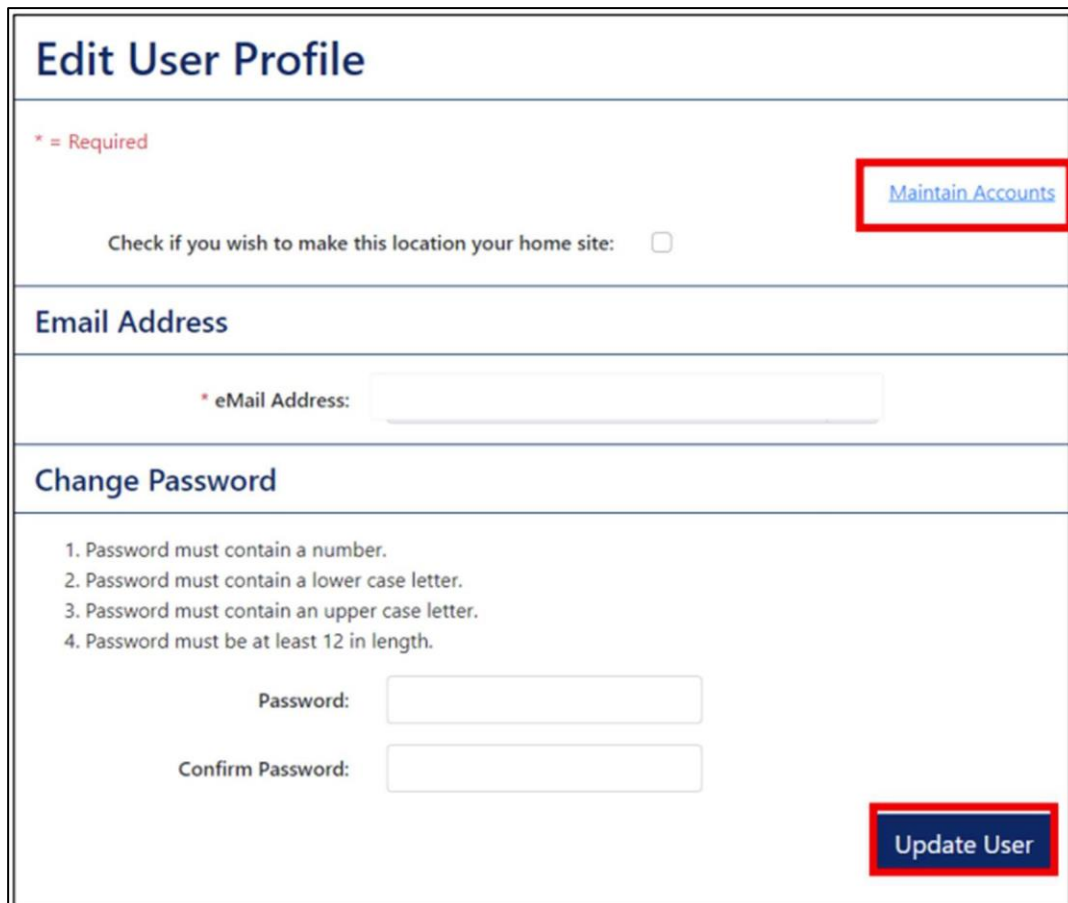


# Edit Your Profile

1. Once logged in, select the **My Profile** icon at the top right of the portal.



2. The **Edit User** window will appear to change password.
  - o If you wish to change your password, enter and confirm a new password
3. Select **Update User** once you are completed.
4. The **Maintain Accounts** link will open a page listing the account(s) associated with your login information.
5. If an account needs to be removed from the profile, select the account under the Delete column and then select Delete at the bottom right.
  - o A confirmation pop-up will appear, click OK to delete, Cancel to not delete.

A screenshot of a web form titled 'Edit User Profile'. At the top left, it says '\* = Required'. On the right side, there is a blue link 'Maintain Accounts' highlighted with a red box. Below this is a checkbox labeled 'Check if you wish to make this location your home site:'. The form is divided into sections: 'Email Address' with a text input field labeled '\* eMail Address:'; 'Change Password' with four numbered requirements: 1. Password must contain a number. 2. Password must contain a lower case letter. 3. Password must contain an upper case letter. 4. Password must be at least 12 in length. Below these are two text input fields labeled 'Password:' and 'Confirm Password:'. At the bottom right, there is a blue button labeled 'Update User' highlighted with a red box.