

## **Updating Your User Profile**



The **Edit Profile** screen is displayed, containing three tabs: **User Profile**, **Demographics**, and **Sub Orgs**. *Fields marked with an asterisk are required*.

 Use the User Profile tab to update your User ID, Name, Email and/or Password. Passwords must be a minimum of eight characters using a combination of upper and lowercase letters, numbers, and at least one of the following special characters: ! @ # \$ % ^ & \*

| Edit Profile                               |                         |                                     |            |
|--|-------------------------|-------------------------------------|------------|
| User Profile Demographics * Sub            | Orgs                    |                                     |            |
| Last Access                                | 2019-09-18 14:21:54     |                                     |            |
| WCAG Assistance                            | $\Box$                  |                                     |            |
| * Indicates a mandatory field<br>* User ID |                         |                                     |            |
| jdoe13072                                  |                         |                                     |            |
| * First Name                               | Middle Initial          | * Last Name                         |            |
| John                                       |                         | Doe                                 |            |
| * Email                                    |                         |                                     |            |
| jdoe13072@gmail.com                        |                         |                                     |            |
| Passwords must be a minimum of             | 8 characters. Passwords | must contain a mixture of upper and | lowercase  |
| Change Password                            | racters.<br>Conf        | Confirm Password                    |            |
|  |                         |                                     |            |
| Language Preference                        |                         |                                     |            |
| English                                    |                         |                                     | $\diamond$ |
|  |                         |                                     |            |
|  |                         |                                     |            |
|  |                         |                                     |            |
|  |                         |                                     |            |
|  |                         |                                     |            |



4. Use the **Demographics** tab to update your Address and/or Phone Number.



5. Use the Sub Orgs tab to update your Profession/Title, Daytime Phone Number, Company and/or PT License #.

| Edit Profile                         |   |
|--------------------------------------|---|
| User Profile Demographics * Sub Orgs |   |
| * Profession/Title                   |   |
| WCB Staff                            | × |
| * Daytime Phone Number               |   |
| 518-555-5555                         | × |
| * Company/Organization Name          |   |
| NYS Workers' Compensation Board      |   |
| * PT License # (Enter None if N/A)   |   |
| None                                 |   |
|                                      |   |

6. Use the **Profession/Title** field to identify your role.

