COLAs Online

Update My Profile

The My Profile page provides the ability to view and edit some of your user profile information submitted during the registration process. Figure 1 and Figure 2 detail the My Profile page.

Figure 1: My Profile (Top)

Figure 2: My Profile (Bottom)

Follow these steps to view and/or edit your user profile information:

1. Select the My Profile link from the menu box on any page. The My Profile page displays. See Figure 1 and Figure 2.

2. Make changes to your e-mail address, telephone number, or fax number if applicable.

3. Make changes to your authentication questions and answers if applicable.

4. Select the **Save Changes** button. The Profile Update Confirmation page displays. See Figure 3.

Figure 3: Profile Update Confirmation

5. Select the **Change Password** button to change your system password. See Change Password for more information.