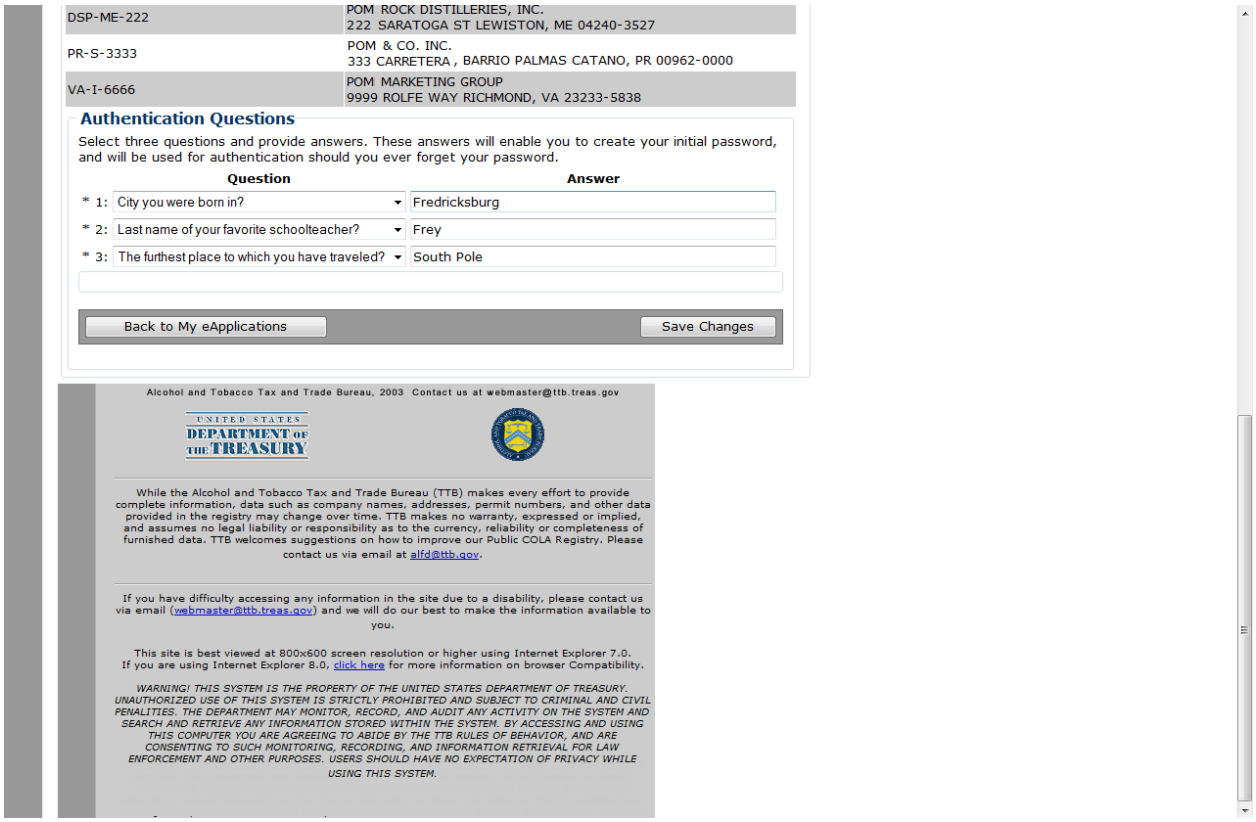
COLAs Online

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. This page also allows the user to change their system password. Figure 1 and Figure 2 detail the My Profile page.

Figure 1: My Profile (Top)

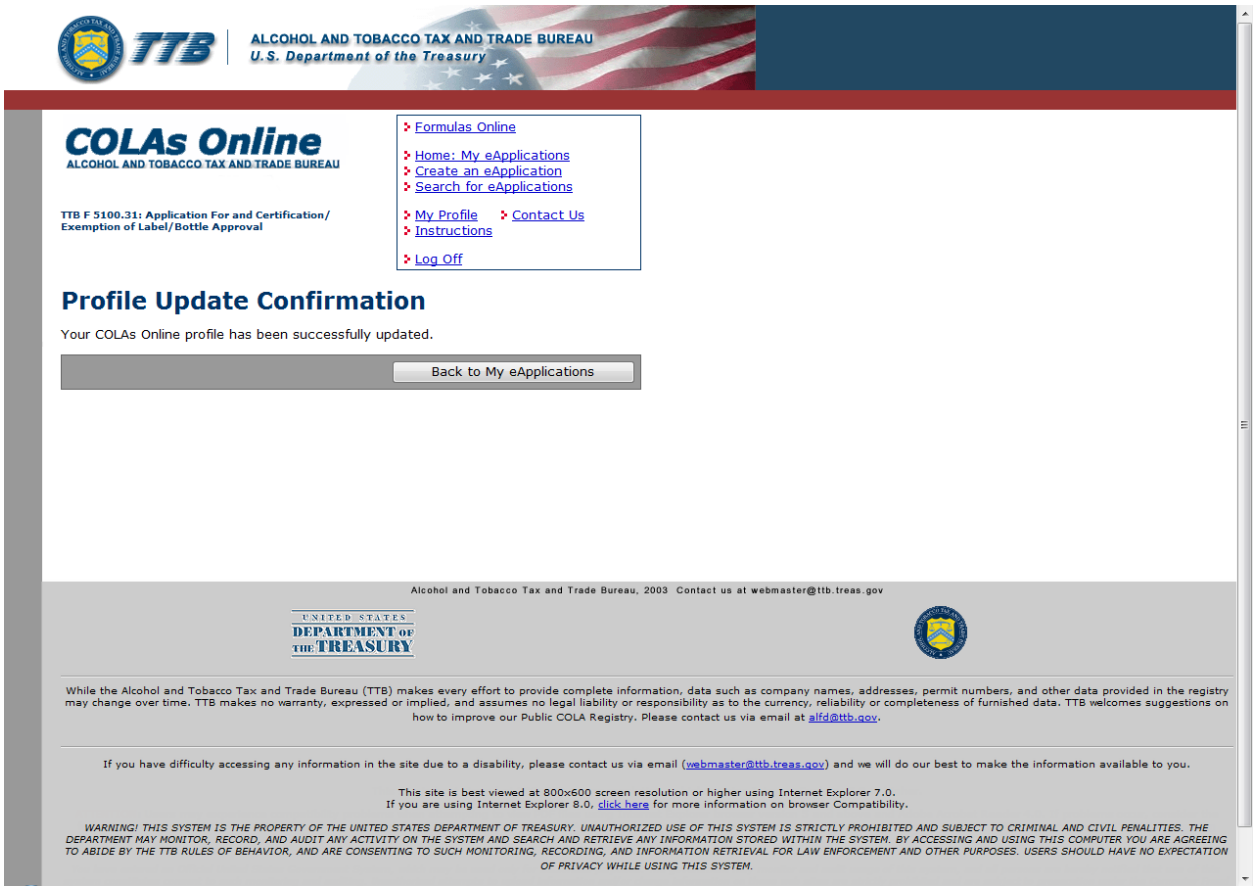
Figure 2: My Profile (Bottom)



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.