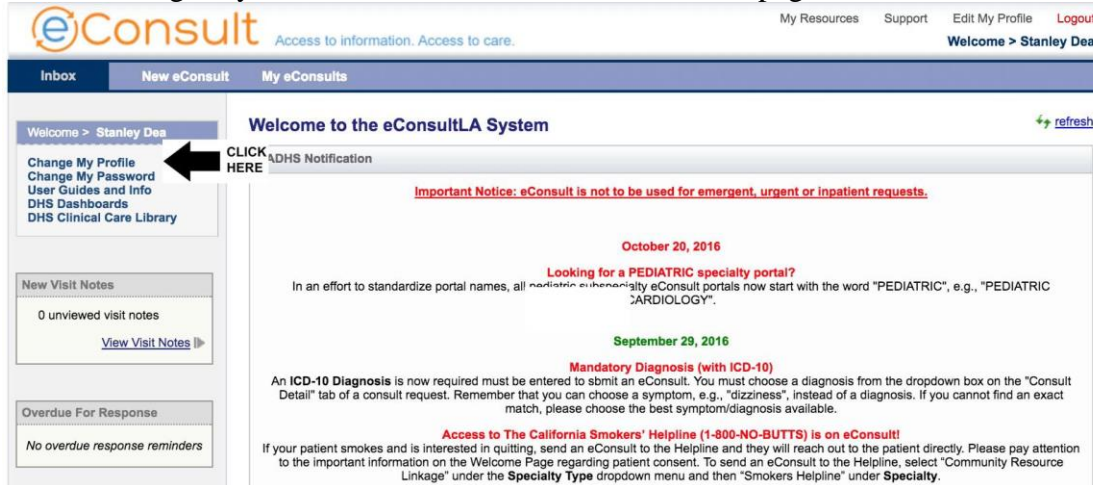# JOB AID – CHANGING YOUR PROFILE INFORMATION
DEC 2016

This job aid is to instruct users how to change profile information. The most common change requested is to change e-mail addresses.

1. Select "Change My Profile" from the left side of the home page.

2. **Demographic information can be changed here. Please note that DHS, DMH and DPH employees should have their county e-mail address as one of the e-mail addresses. If a secondary e-mail address is entered, notifications will be sent to both addresses. Click "Save Changes" when all information has been updated.**