

In order to update your profile, you must be **logged in** using your **userid** and **password**.

After you log in, you will see a **"Howdy, [your name]"** item in the upper right corner of the page

- "Hover" over "Howdy, [your name]" and you will see **"Edit My Profile"**.
- Click on **"Edit My Profile"** to be taken to your profile page.
- Depending on your security levels, you will be able to modify different items
- For example, if you page down you will see where you can change your password.
- When selecting a password, remember that it is a balancing act between secure and easy to remember



Then Click on the "Edit My Profile"

