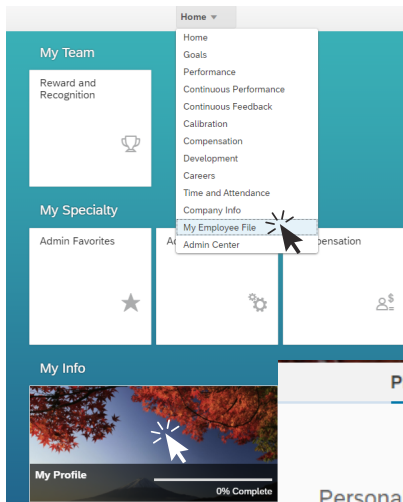
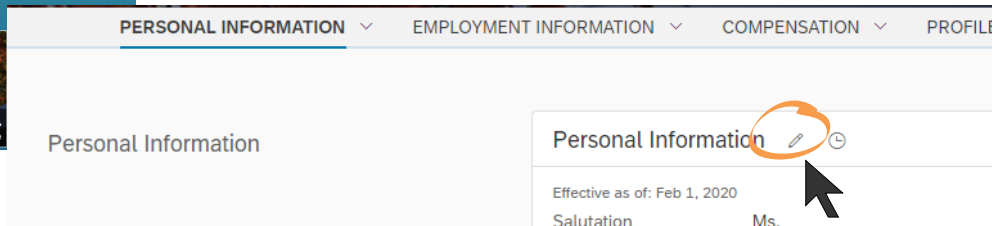


Updating your Profile

- 1 Navigate to your Employee File.



- 2 Anywhere you see the Pencil Icon, you are able to make updates to your information by selecting it.



- 3 Enter in your changes, and select save.

A screenshot of the 'Personal Information' form. The form contains the following fields: 'When would you like your changes to take effect?*' with a date picker set to 'Feb 18, 2022'; 'Personal Information' section with 'Salutation' set to 'No Selection'; 'First Name*' set to 'Lacey'; and 'Preferred Name' field. At the bottom, there are three buttons: 'Add Global Information', 'Cancel', and 'Save'. The 'Save' button is highlighted with a blue star icon.

- 4 Continue to update any necessary information on your profile.