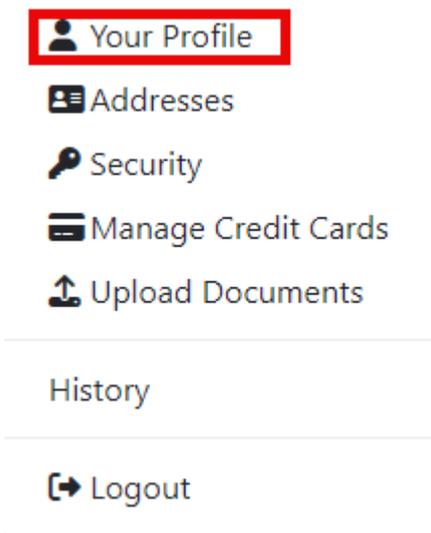


Edit User Profile

Edit Your User Profile

Log in to the **User Portal** and click your name in the top right-hand corner followed by **Your Profile**.



On this page, you can edit any fields that are available (not greyed out). Make your changes and click the **Save** button.

Profile Information

Personal Information

User Type: Part Time Staff

Locker User Type: Full Time Staff

Username: mashbury

Email Address: mash-bury@tomahawk.ca

First Name: Michael

Middle Name:

Last Name: Ashbury

Cell Phone:

Driver's License:

Province on License:

Address Information: Your address can be viewed and changed [here](#).

- Personal Information
- Staff Information
- User Settings

Staff Information

To update your address click the link found next to **Address Information**.

Driver's License: 134711-320

Province on License: Alberta

Address Information: Your address can be viewed and changed [here](#).

Staff Information

Salutation: Mrs.

Employee Number: 123QWERTY

Campus Phone:

- Personal Information
- Staff Information
- User Settings

Edit your address under **Primary Address**. Click the **Save Changes** button to save your changes.

Addresses

Permanent Mailing Address

Address Line 1

123 main st

City

Ottawa

Province or State

Ontario

Postal/Zip Code

Save Changes

You can also change your password on the profile menu by following the instructions under the **Security** menu.

 Your Profile

 Addresses

 Security

 Manage Credit Cards

 Upload Documents

History

 Logout

Provide your **Current Password** and create a **New Password** for your account.

Edit Password

Current Password

New Password

Confirm Password

[Change Password](#)

Revision #4

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