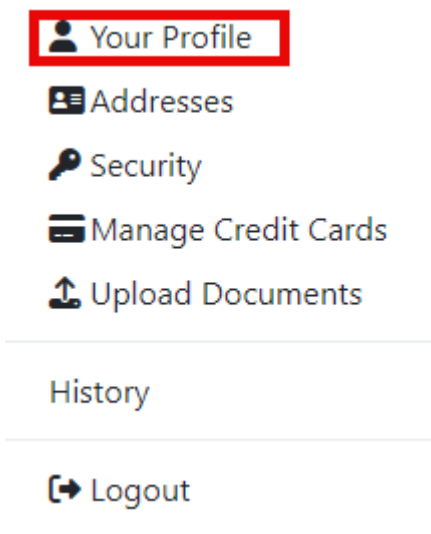


Edit User Profile

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 .

Personal Information

Staff Information

User Settings

Staff Information

Salutation	Mrs. ▼
Employee Number	123QWERTY
Campus Phone	

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

Current Password

New Password

Password

Confirm Password

Password

Change Password