

My User Profile

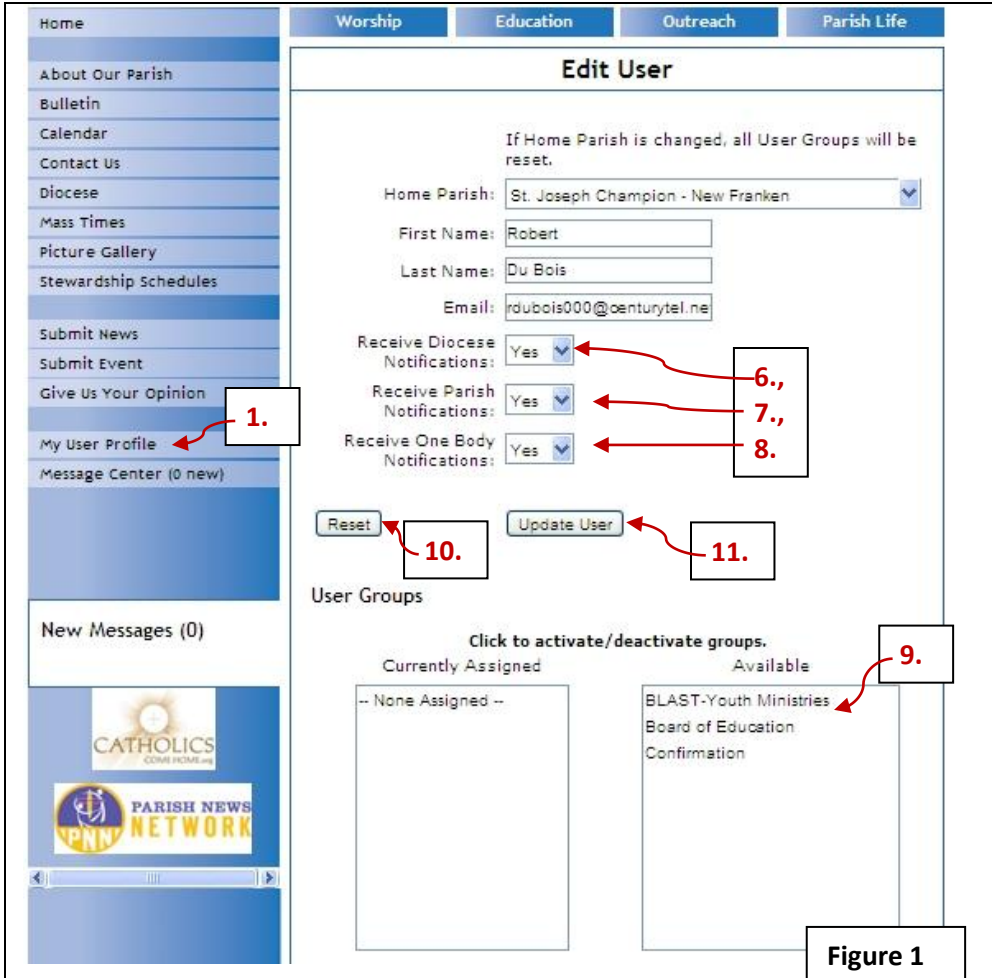


Figure 1

To make changes to your user profile
 You may make changes in any of the areas of your profile you'd like.

- 1.) Click on **My User Profile** on the left side of the web page. The Edit User section appears. (Figure 1)
- 2.) To change the **Home Parish** click on the arrow on the right side and select the parish you wish. (Figure 2)
- 3.) **First Name**: Highlight and change. (Figure 1)
- 4.) **Last Name**: Highlight and change. (Figure 1)
- 5.) **Email**: Highlight and change. (Figure 1)
- 6.) **Receive Diocese Notifications**: Click on the arrow on the right side and select yes or no. (Figure 1)
- 7.) **Receive Parish Notifications**: Click on the arrow on the right side and select yes or no. (Figure 1)
- 8.) **Receive One Body Notifications**: Click on the arrow on the right side and select yes or no. (Figure 1)
- 9.) In the **User Groups** area you may choose a **Group** you belong to. This will enable the group leader to send messages to you. Groups can be Councils and Committees of the parish. **Click on a group in the right hand AVAILABLE area.** It will move to the **Currently Assigned** area. If you wish to leave a group, click on the group in the **Currently Assigned** area and it will move to the **Available** area. (Figure 1)
- 10.) The **reset button** resets all the changes you may make. (Figure 1)
- 11.) Click on **Update User** to save the changes. (Figure 1)



Figure 2