Edit Your Profile

This job aid explains how to edit your profile in the application.

About Your Profile

- After you log on to the system, you can edit your profile. From the top of the Main Menu, click **Settings** and then select **Edit Profile**.

- The Edit Profile page opens so you can change your password and photograph or reset settings.
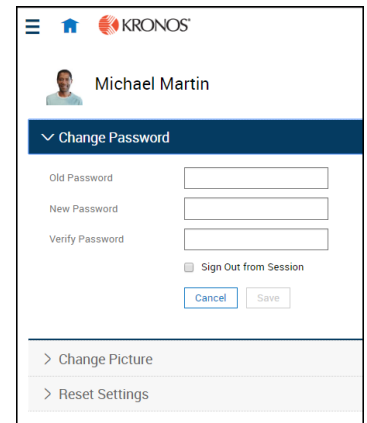
To change your password:

From the Edit Profile page, click **Change Password** and then do the following:

1. Enter your current password in the **Old Password** field.

2. Enter your new password In the **New Password** field.

   As you start entering your new password, the password requirements for your environment are listed on the right side of the window. As your password satisfies each requirement, a green checkmark displays next to the requirement.

3. Enter your new password again in the **Verify Password** field.

4. (Optional) If you want to log off immediately after changing your password, select the **Sign out from the session** check box.

After all conditions are met, the **Save** button is enabled so you can click it to save your new password. If you decide to not change your password, click **Cancel**.
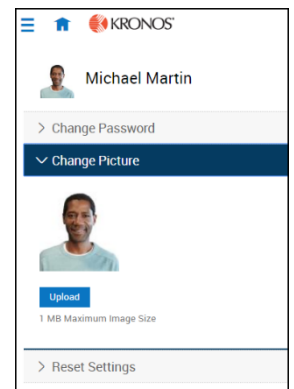
To change your picture:

If configured, your photograph can appear next to your name in your timecard, schedule, and other system components. To change your photograph from the Edit Profile page:

5. Click **Change Picture**.

6. Click **Upload**. Note that the image size must be under 1 MB.

7. Select the appropriate photograph file on your device and click **Open**.

For best results the image should be 100 x 100 pixels, 1 MB or less in size, and must be either a .jpg or .png file.

Reset settings

To restore personalization data that you stored to the default settings, click **Reset Settings**.

When you finish changing your profile, click the menu icon to return to the Main Menu.