C. User Profile

1. Profile
Select the User Profile tab located at the top right of the screen.

Update Profile (User Information) and select the save button.

Note: The first department that reflects is known as the Home Department. All default reporting and statuses will be of the Home Department. If the Home Department needs to be changed, the User Admin will need to remove all departments and add the new Home Department as the first department before adding the remaining departments.

2. Settings

Update *Settings* (the way the application works) and select the *save* button.

- To adjust the system time zone or date/time format, select the desired option from the dropdown lists. To receive daily notification emails, select Enabled on the left of the screen.

3. Credentials

Update Credentials (manage username and password) and select the save button.