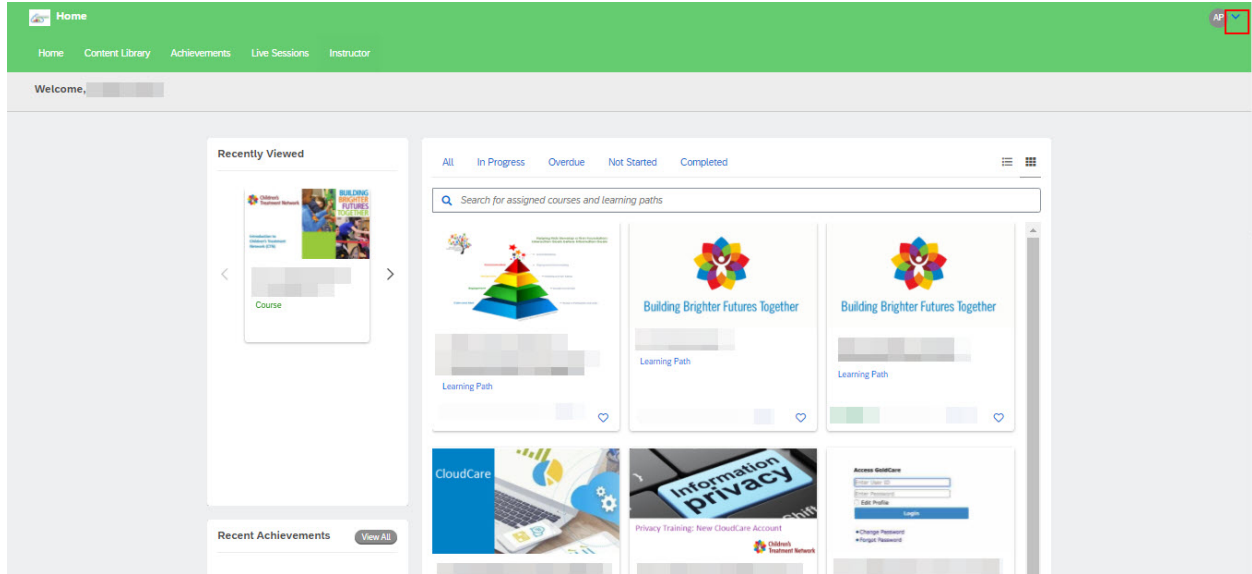


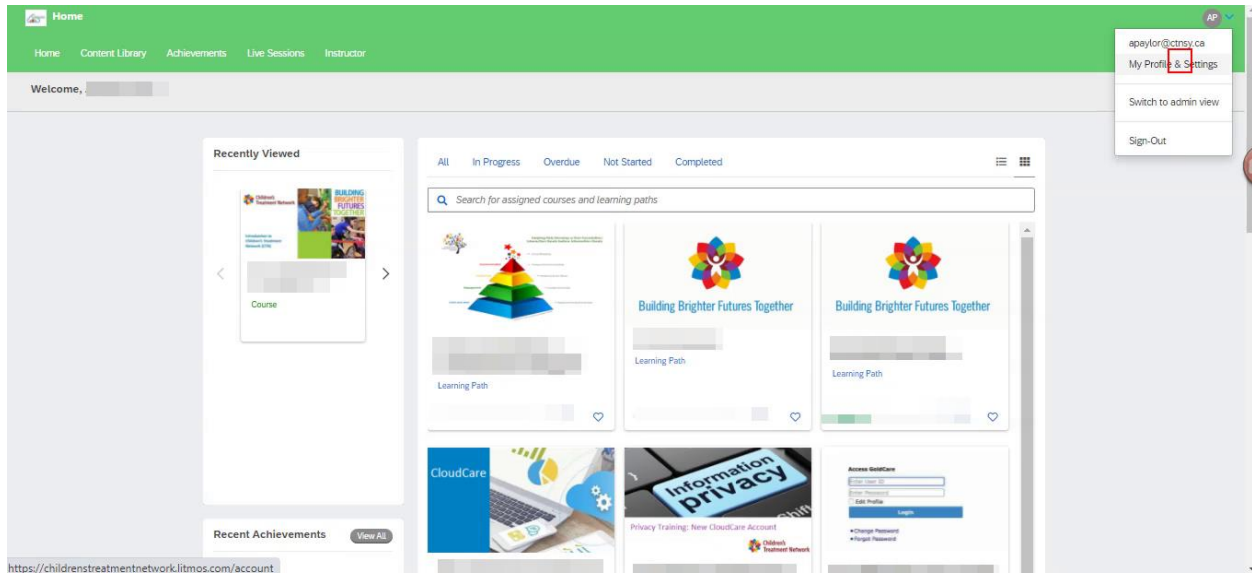


CLL: How to change your email and other contact information

To change your email and/or contact information, login to the CLL and from your dashboard, click on the arrow beside your profile image at the top right of your screen.



Click on My Profile & Settings



<https://childrenstreatmentnetwork.itmos.com/account>



CLL: How to change your email and other contact information

Navigate to the pencil icon to edit First and Last Name and Username

Personal Information

Basic Information

Contact Information

Address

Localization

Additional Information

User Custom Fields

API key

Authorizations

Angela Paylor
Last login was on 1 minute ago
Upload a profile picture Reset all tips & help messages

Personal Information

First Name Angela

Last Name Paylor

Username apaylor@ctnsy.ca

Password Change password

Basic Information

Email apaylor@ctnsy.ca
Email notifications for messages - **Enabled**
Notifications for forums - **Disabled**

Title Occupational Therapist

Manager

Company Georgian College

Website

Your username is your email address. If you are changing your email address, then there are 2 locations you will need to edit within your account.

Once you have updated your information, click Save

Personal Information

Basic Information

Contact Information

Address

Localization

Additional Information

User Custom Fields

API key

Authorizations

Angela Paylor
Last login was on 1 minute ago

Personal Information

* is required field

First Name* Angela

Last Name* Paylor

Username* apaylor@ctnsy.ca
Most people use an email address as their username

Save Cancel

Email apaylor@ctnsy.ca
Email notifications for messages - **Enabled**
Notifications for forums - **Disabled**

Title Occupational Therapist

Manager

Company Georgian College

Website



CLL: How to change your email and other contact information

If you are editing your email address, you will also need to enter the the Basic Information section to edit information. To do so, click the pencil icon in Basic Information section

The screenshot shows a user profile editing interface. On the left is a sidebar menu with options: Personal Information, Basic Information, Contact Information, Address, Localization, Additional information, User Custom Fields, API key, and Authorizations. The main content area is divided into sections: Personal Information (Username: apaylor@ctnsy.ca, Password: Change password), Basic Information (Email: apaylor@ctnsy.ca, Email notifications for messages: Enabled, Notifications for forums: Disabled, Title: Occupational Therapist, Manager, Company: Georgian College, Website), and Contact Information (Work Phone, Mobile Phone, Skype, Twitter). A red box highlights a pencil icon in the top right corner of the Basic Information section.

You can also edit Title and Workplace information within this section

Edit email and/or other demographic information. Then click Save

This screenshot shows the same user profile editing interface as above, but with a modal window open for editing the Basic Information section. The modal contains the following fields: Email (apaylor@ctnsy.ca), Profile Type (None), Title (Occupational Therapist), Manager (with a search icon), Company (Georgian College), and Website. At the bottom of the modal are 'Save' and 'Cancel' buttons. A red arrow points from the 'Save' button in the modal to the 'Save' button in the main interface.