

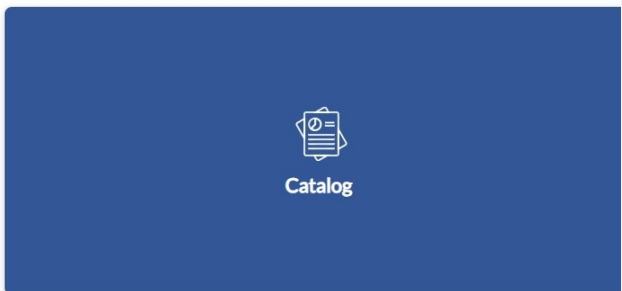
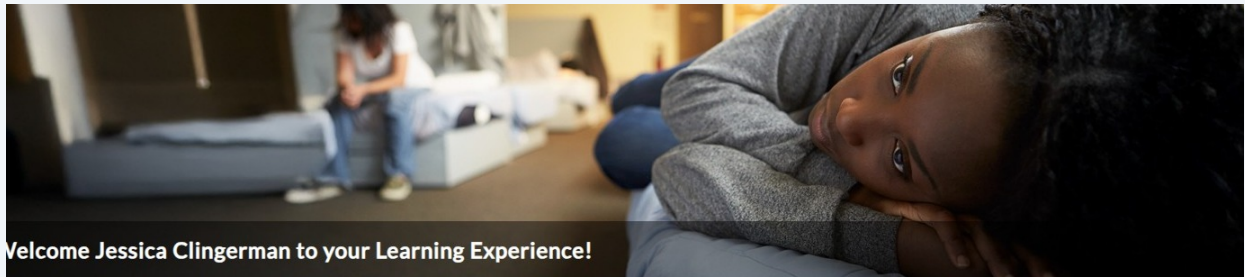
How to Update Your Profile Information



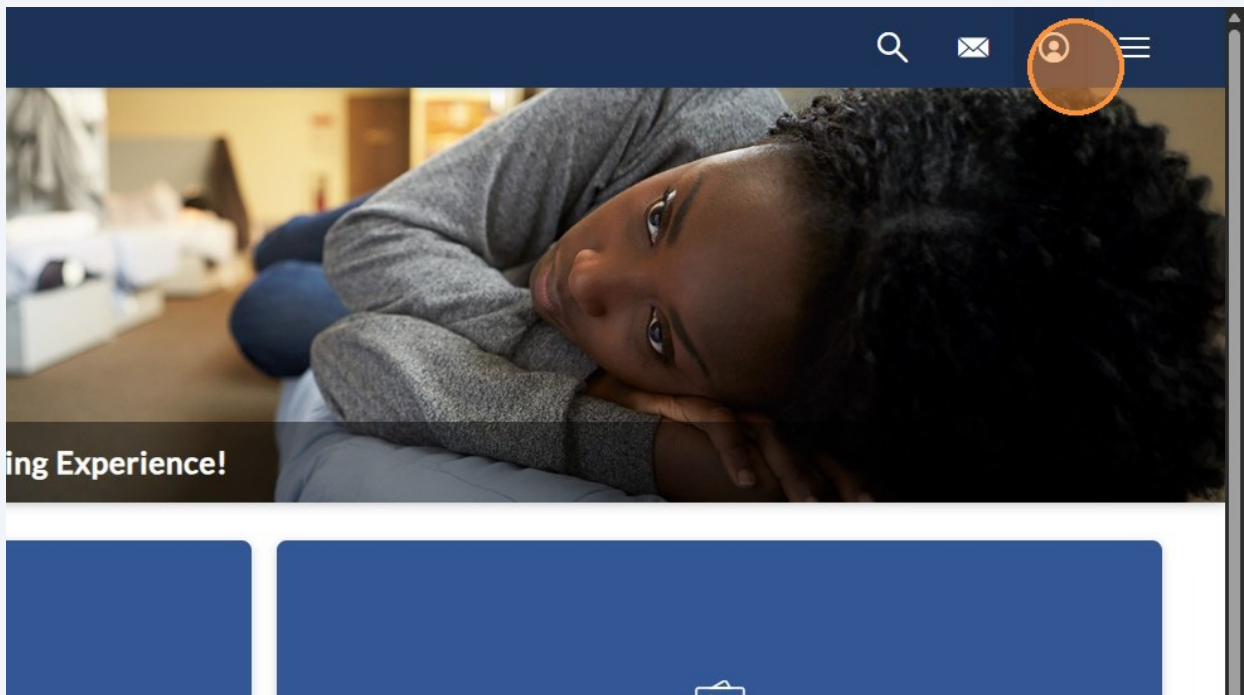
If you entered the system with the HMIS "workflow" key, you will need to update your profile to access the rest of your trainings.

1

Navigate to <https://community-partnership.myabsorb.com/#/dashboard>



2 Click on the profile icon.



3 Click "Edit Profile"

A screenshot of a user profile page. On the left is a sidebar with a profile picture placeholder, the name "Jessica Clinge...", and fields for Username (jclingerman), Email (jclingerman@community-par...), and Department (The Community Partnership). Below these are two buttons: "Edit Profile" (highlighted with an orange circle) and "Change Password". The main content area on the right contains a form with the following fields: First Name (Jessica), Last Name (Clingerman), Username (jclingerman), Email (jclingerman@community-partnership.org), Job Title (Training Coordinator), Location, Position Description, Client-Facing Staff, Active License in DC, and Program Type. A large grey rectangular area is on the far right of the page.

4 Update the "Job Title" field

The screenshot shows a user profile update form for Jessica Clingerman. On the left is a sidebar with the user's name, username (jclingerman), email (jclingerman@community-par...), and department (The Community Partnership), along with 'Edit Profile' and 'Change Password' buttons. The main form contains fields for First Name, Last Name, Username, and Email, all marked as 'Required'. Below these are fields for Job Title (containing 'Training Coordinator'), Location, Position Description (a dropdown menu), Client-Facing Staff (a dropdown menu), Active License in DC (a dropdown menu), and Program Type (a dropdown menu). The 'Job Title' field is highlighted with an orange circle. At the bottom are 'Save' and 'Cancel' buttons.

5 Update the "Position Description" field

This screenshot is identical to the one above, showing the user profile update form for Jessica Clingerman. In this view, the 'Position Description' dropdown menu is highlighted with an orange circle. The form includes fields for First Name, Last Name, Username, Email, Job Title, Location, Position Description, Client-Facing Staff, Active License in DC, and Program Type, with 'Save' and 'Cancel' buttons at the bottom.

6 Update the "client-facing staff" field

The screenshot shows a user profile update form. On the left is a sidebar with the user's information: Username (jclingergerman), Email (jclingergerman@community-par...), and Department (The Community Partnership). Below this are buttons for 'Edit Profile' and 'Change Password'. The main form area contains several fields: First Name (Jessica), Last Name (Clingergerman), Username (jclingergerman), and Email (jclingergerman@community-partnership.org), all marked as 'Required'. Below these are Job Title (Training Coordinator), Location, and Position Description. The Position Description dropdown menu is open, showing options: Position Description, Client-Facing Staff (highlighted with an orange circle), Active License in DC, and Active License in DC. Below the dropdown are Program Type and Program Type fields. At the bottom are 'Save' and 'Cancel' buttons.

7 Update the "active licenses in DC" field

The screenshot shows the same user profile update form as in step 6. The 'Active License in DC' dropdown menu is now highlighted with an orange circle. The dropdown menu is open, showing options: Position Description, Client-Facing Staff, Active License in DC (highlighted with an orange circle), and Active License in DC. Below the dropdown are Program Type and Program Type fields. At the bottom are 'Save' and 'Cancel' buttons.

8 Update the "program type" field

The screenshot shows a user profile update interface. On the left is a dark sidebar with user information and two buttons: 'Edit Profile' and 'Change Password'. The main area contains a form with several fields. The 'Program Type' dropdown menu is highlighted with an orange circle. Below the form are 'Save' and 'Cancel' buttons.

User Information (Left Sidebar):

- Username: jclingerman
- Email: jclingerman@community-par...
- Department: The Community Partnership
- Buttons: Edit Profile, Change Password

Form Fields (Main Area):

- First Name (Required): Jessica
- Last Name (Required): Clingerman
- Username (Required): jclingerman
- Email (Required): jclingerman@community-partnership.org
- Job Title: Training Coordinator
- Location:
- Position Description: Position Description
- Client-Facing Staff: Client-Facing Staff
- Active License in DC: Active License in DC
- Program Type (Highlighted):** Program Type

Buttons: Save, Cancel

9 Click "Save"

This screenshot is identical to the previous one, but the 'Save' button is now highlighted with an orange circle, indicating the next step in the process.

User Information (Left Sidebar):

- Username: jclingerman
- Email: jclingerman@community-par...
- Department: The Community Partnership
- Buttons: Edit Profile, Change Password

Form Fields (Main Area):

- First Name (Required): Jessica
- Last Name (Required): Clingerman
- Username (Required): jclingerman
- Email (Required): jclingerman@community-partnership.org
- Job Title: Training Coordinator
- Location:
- Position Description: Position Description
- Client-Facing Staff: Client-Facing Staff
- Active License in DC: Active License in DC
- Program Type: Program Type

Buttons: Save (Highlighted), Cancel