

# Update Your Profile

## Overview

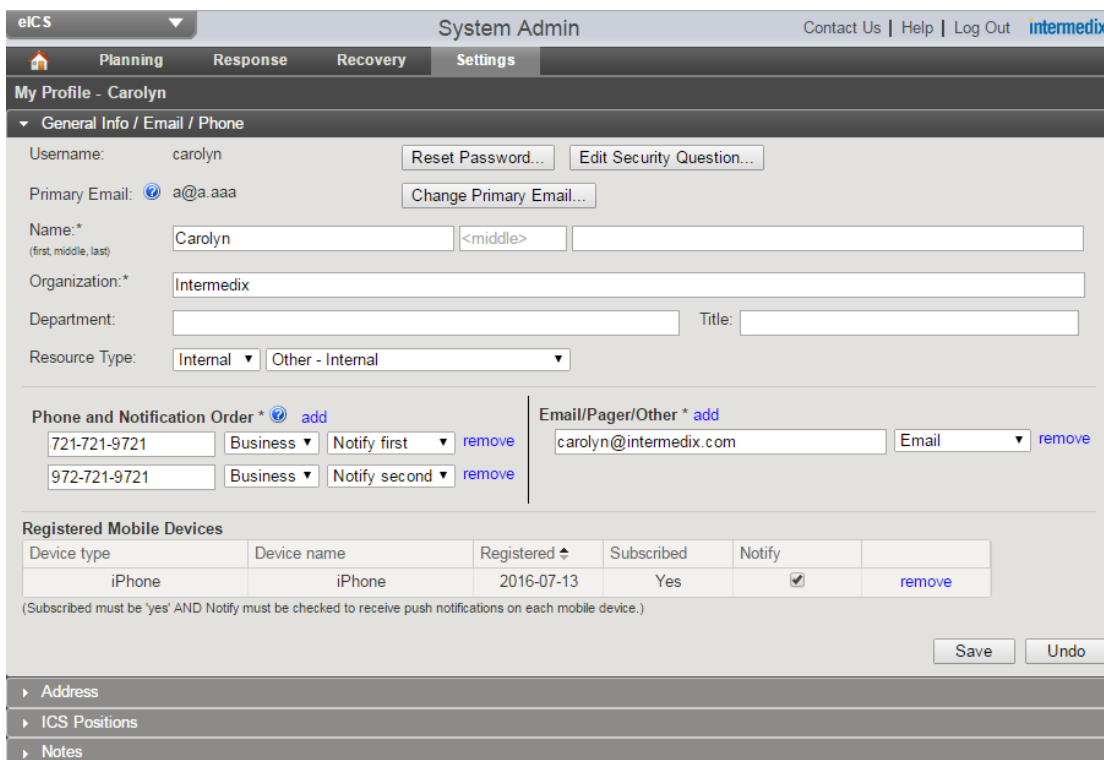
It is important to periodically review and update your Electronic ICS (eICS) user profile because the information you provide is used by administrators to select and notify candidates during an incident.

Enter as much information as possible about your work, including specifics about your department, title, and resource type, to help administrators distinguish the roles and functions you qualify to fill. Also, remember to update your contact details and specify the notification order to make sure you receive notifications.

Registered mobile devices are automatically added to your profile, and this occurs when you download and register the eICS mobile application. Notifications on registered mobile devices are automatically enabled, but can be turned off.

## To Update Your Profile

- To access your *My Profile* page, do one of the following:
  - On the *Home* page, click **Update My Information**.
  - On any page, point to **Settings** and click **My Profile**.



**My Profile - Carolyn**

**General Info / Email / Phone**

Username: carolyn Reset Password... Edit Security Question...

Primary Email: a@a.aaa Change Primary Email...

Name: \* Carolyn <middle>

Organization: \* Intermedix

Department:  Title:

Resource Type: Internal  Other - Internal

**Phone and Notification Order \* add**

721-721-9721	Business	Notify first	remove
972-721-9721	Business	Notify second	remove

**Email/Pager/Other \* add**

carolyn@intermedix.com	Email	remove
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**Registered Mobile Devices**

Device type	Device name	Registered	Subscribed	Notify	
iPhone	iPhone	2016-07-13	Yes	<input checked="" type="checkbox"/>	remove

(Subscribed must be 'yes' AND Notify must be checked to receive push notifications on each mobile device.)

Save Undo

[Address](#)  
[ICS Positions](#)  
[Notes](#)

## Update Your Profile (continued)

2. In the **General Info / Email / Phone** drawer, take any of these actions.

If you want to...	Then...
Reset your password,	<ol style="list-style-type: none"> <li>Click <b>Reset Password</b>. The <i>Reset Password</i> window opens.</li> <li>For <b>Current Password</b>, enter the password that you are using currently.</li> <li>For <b>New Password</b>, enter a word or phrase that you will remember.</li> <li>For <b>Verify Password</b>, enter your new password again.</li> <li>Click <b>Submit</b>.</li> </ol>
Edit your security question,	<ol style="list-style-type: none"> <li>Click <b>Edit Security Question</b>. The <i>Edit Security Question</i> window opens.</li> <li>In the <b>Question</b> list, select a question for which you will remember the answer.</li> <li>For <b>Answer</b>, enter the answer to the selected question.</li> <li>For <b>Email Address</b>, enter your primary email address.</li> <li>Click <b>Save</b>.</li> </ol>
Add or edit your name or work information,	<ol style="list-style-type: none"> <li>For <b>Name, Organization, Department, or Title</b>, enter new information or change the existing information.</li> <li>Click <b>Save</b>.</li> </ol>
Change your <b>Resource Type</b> ,	<ol style="list-style-type: none"> <li>In the list on the left, select <b>Internal</b> or <b>External</b>.</li> <li>In the list on the right, select the profession, department, or title that best describes your work.</li> <li>Click <b>Save</b>.</li> </ol>
Add a phone number,	<ol style="list-style-type: none"> <li>To add a new phone number, to the right of <b>Phone and Notification Order</b>, click <b>add</b>. New text boxes appear below.</li> <li>In the box on the left, enter the phone number.</li> <li>In the middle box, select the type of phone number.</li> <li>In the box on the right, click to identify the notification order you want this number to have.</li> <li>Click <b>Save</b>.</li> </ol>
Edit a phone number,	<ol style="list-style-type: none"> <li>Locate the number and on that row, click the box you want to edit.</li> <li>Enter a new number or select a different type.</li> <li>Click <b>Save</b>.</li> </ol>

## Update Your Profile (continued)

If you want to...	Then...
Change your primary email address,	<ol style="list-style-type: none"> <li>Click <b>Change Primary Email</b>. The <b>Primary Email</b> box becomes active.</li> <li>Select the existing content and enter the new email address.</li> <li>Click <b>Save</b>.</li> </ol>
Add an email address, pager number, or other messaging method,	<ol style="list-style-type: none"> <li>To add a new messaging method, to the right of <b>Email/Pager/Other</b>, click <b>add</b>. New text boxes appear below.</li> <li>In the box on the left, enter the address or number.</li> <li>In the box on the right, click the messaging method.</li> <li>Click <b>Save</b>.</li> </ol>
Edit a messaging method,	<ol style="list-style-type: none"> <li>Locate the method and on that row, click the box you want to edit and enter a new number or select a different method.</li> <li>Click <b>Save</b>.</li> </ol>
To stop receiving notifications on a registered mobile device,	<ol style="list-style-type: none"> <li>Locate the device and on that row, clear the check box for <b>Notify</b>.</li> <li>Click <b>Save</b>.</li> </ol>

3. In the **Address** drawer, take any of these actions.

If you want to...	Then...
Add an address,	<ol style="list-style-type: none"> <li>Click <b>Add</b>. New text boxes appear below.</li> <li>Enter the street, city, state abbreviation, and Zip Code™.</li> <li>Click <b>Save</b>.</li> </ol>
Edit an address,	<ol style="list-style-type: none"> <li>Locate the address and on that row, click the box you want to edit and enter a new number or select a different address type.</li> <li>Click <b>Save</b>.</li> </ol>

4. In the **Notes** drawer, click to enter notes, ideas, or comments, and then click **Save**.

For more information, contact your Client Services Manager or the support desk at 888-735-9559; in the support phone system, press 1 for Client Application Support and then 6 for EMSystems.