

Update Your User Information

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You can update your user info in EMResource through the *Preferences* menu or through your badge (located on the upper right of the solution bar). We recommend that you review and update this information regularly to make sure you receive important notifications.

To update your information

1. In the main menu, click **Preferences** and then select **User Info**. The *Update User Info* page opens.
2. Take any of these actions.

If you want to...	Then...
Update your personal information,	In the User Profile section, enter the requested information.
Use colors that may make the solution easier to view in certain lighting conditions (such as outside or on a large, wall-mounted monitor),	In the User Profile section, select the High Contrast View checkbox.
Add a contact method,	a. In the <i>Contact Information</i> section, click + Contact Method. A window opens. b. Click Email, Text, or Pager. c. Enter the corresponding address or number. d. Click Save. Your information appears in the list.
Edit or delete a contact method,	a. In the <i>Contact Information</i> section, locate the information you want to update. b. On that row, click the information to edit or click Remove to delete it.
Turn certain notification methods on or off,	In the <i>Notifications Preferences</i> section, locate the notification method and, on that row, select or clear the Receive Notifications checkbox.
Include updated statuses for all resources of the same resource type in your notifications,	In the <i>Notifications Preferences</i> section, locate the notification method and, on that row, select or clear the Include Resource Summary checkbox. Note: If you want to receive status change notifications only for certain resources, clear this checkbox and go to the procedure Update Status Change Notification Preferences.

Receive notifications at any time or only a specific time range,	In the <i>Notifications Preferences</i> section, locate the notification method and, on that row, select or clear the Exclude Time Range checkbox. Note: If you click Exclude Time Range, you must enter the exclusion period in the From and To columns using the 24-hour format.
Identify your default landing page,	In the <i>Home</i> section, click the name of the view you want to open when you access EMResource.

3. Click **Save**.