

# About Your Profile

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Through **My Profile**, users with access to eICS can manage their profile information, including their contact details, password, and security question. You are also able to review the ICS positions to which you are assigned and add notes through the appropriate drawers.

## Helpful Links

- [Juvare.com](#)
- [Juvare Training Center](#)
- [Announcements](#)
- [Community Resources](#)

There are four drawers or tabs that can be expanded or collapsed to view information on your profile. These drawers include **General Info / Email / Phone**, **Address**, **ICS Positions**, and **Notes**, which organize your profile information accordingly.

## General Info / Email / Phone

Your main profile information is contained in this drawer. You can update, add, and remove information as needed.

Field	Description
<b>Login Email</b>	Your <b>Login Email</b> for accessing your eICS account.
<b>Name</b>	Your full name, entered individually as first and last name.
<b>Organization</b>	Organization for whom you work or represent.
<b>Department</b>	Department or division within the organization to which you are assigned.
<b>Title</b>	Your job or position title at the organization.
<b>Include this contact information as primary contact for non technical assistance</b>	Displayed only on Domain Administrator profiles, this option adds the profile's contact information to the <i>Contact Us</i> window as a representative for non-technical support.

<b>Phone and Notification Order</b>	<p>Lists your phone numbers, phone number types, and the corresponding incident-related notification preferences for those numbers. Notification options include, for example, <b>Notify first</b>, <b>Notify second</b>, and <b>Do not notify</b>.</p> <p><b>Note:</b> Phone numbers must be 10 numeric characters in length; the system also supports identifying a 1 - 6 digit extension. For example, 555-555-5555 121212.</p>
<b>Email/Pager/Other</b>	<p>Lists addresses and details for <b>Email</b>, <b>Pager</b>, <b>Radio</b>, <b>Direct Connect</b>, <b>Fax</b>, <b>IM</b>, <b>Website</b>, and <b>Other</b> contact options.</p> <p><b>Note:</b> Emails must comply with standard formatting. For example, <a href="#">name@organization.com</a>.</p>
<b>Registered Mobile Devices</b>	<p>Lists mobile devices registered to your eICS account. Devices are automatically registered when you download and access the eICS mobile application through the device. Details provided include the name and type of device, the date it was registered, whether you opted to allow push notifications on the device (<b>Subscribed</b>), and whether you want to receive notifications from eICS on the device (<b>Notify</b>).</p> <p><b>Note:</b> The <b>Subscribed</b> column must show "Yes" and the <b>Notify</b> check box must be selected in order to receive push notifications from eICS on the device.</p>

## Address

Allows you to view, add, change, or remove addresses on your profile. For each address, indicate its type, such as home or business.

## ICS Positions

Offers a view of all ICS Positions currently assigned to you.

## Notes

Allows you to view and add notes associated with your profile.

## Profile Administration

Administrators can [modify profile settings for users](#) that belong to the domains and/or facilities they manage. However, administrators access user profiles through **Planning > Contacts**, and the order of fields may vary slightly.

Through **Settings**, administrators can manage the domains, notifications, health systems, and other, associated users according to their access rights and permissions.