

Update Your Information

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You can update your basic user information through your Profile.

On this page, you can view your name, contact details, and locale, as well as your location and role information.

In relation to locations and roles, keep in mind that:

- You have a role at each location (provider, region) to which you have access.
- You can have only one role per location. Your role defines your level of access.
- You may be assigned different roles at different locations.
- If you change your location, your role automatically changes.

To update your information

1. At the top, click **Profile**.
2. Add, edit, or update this information.

Field	Description
First Name, Middle Name, Last Name	Your name.
State Licensure ID, State, State Cert. Lic. Level	Your healthcare provider information, such as your level (doctor, nurse, EMT) and license number.
Default Location	Your default location. If you have access to multiple locations, you can set or change your Default Location; if you have access to one location, this field does not appear on the page.
Work Phone, Mobile Phone, Text Pager, Email	Your contact information.
Time Zone	Your time zone.

3. Click **Save**.