

# Edit User Profile

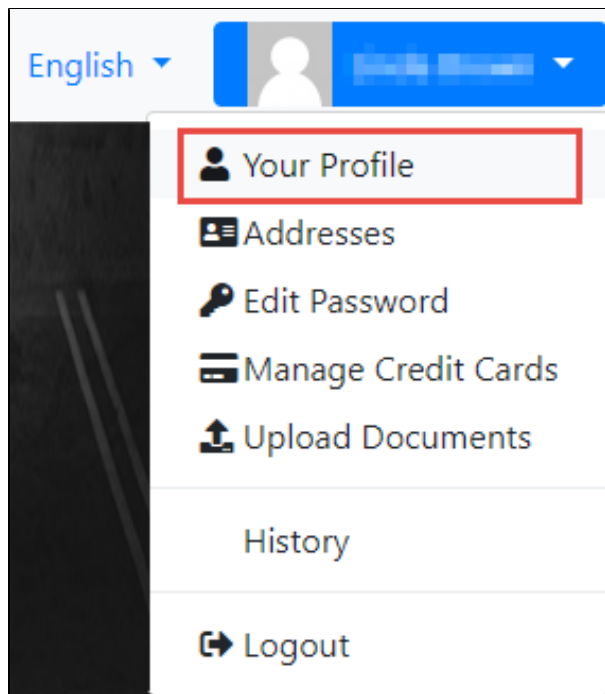
If at any time a customer needs to make changes to their profile (e.g. the customer moves and has a new address) they can do so by editing their user profile. Some fields are required to save the profile information.

- [Edit Your User Profile](#)
- [Related Pages](#)

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## Edit Your User Profile

Log in to the **User Portal** and click your name in the top right-hand corner followed by **Your Profile**.



On this page, you can edit any fields that are available (not greyed out). Make your changes and click the **Save** button.

# Profile Information

Personal Information

User Type: Part Time Staff

Locker User Type: Full Time Staff

Username: mashbury

Email Address: mash-bury@tomahawk.ca

First Name: Michael

Middle Name:

Last Name: Ashbury

Cell Phone:

Driver's License:

Province on License:

Address Information: [Your address can be viewed and changed here.](#)

- Personal Information
- Staff Information
- User Settings

Staff Information

To update your address click the link found next to **Address Information**.

Driver's License: 134711-320

Province on License: Alberta

Address Information: [Your address can be viewed and changed here.](#)

Staff Information

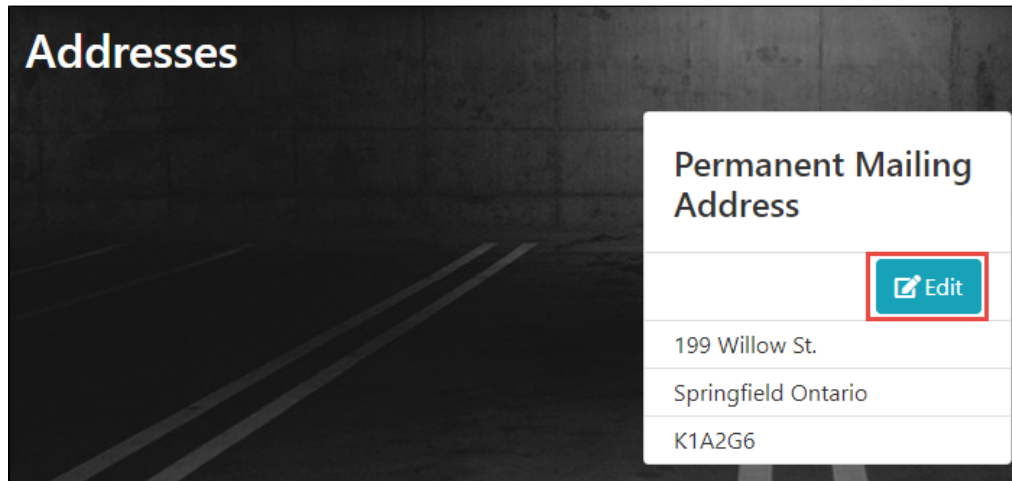
Salutation: Mrs.

Employee Number: 123QWERTY

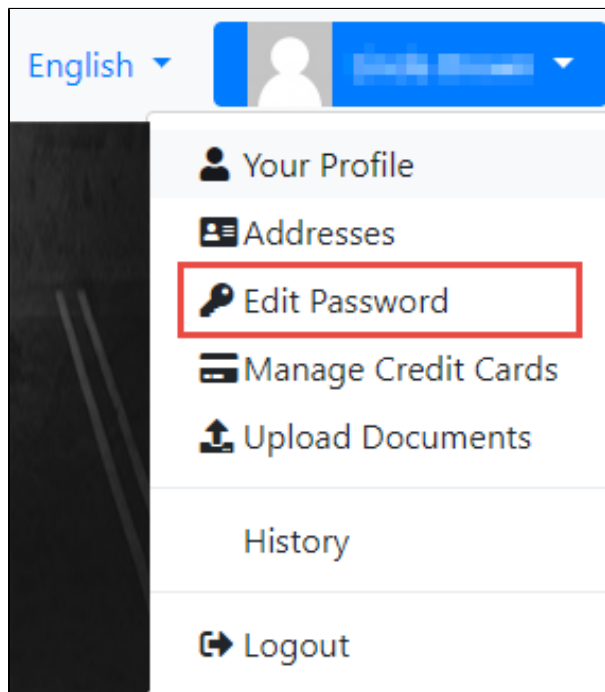
Campus Phone:

- Personal Information
- Staff Information
- User Settings

Edit your address under **Primary Address** by clicking the **Edit** button. Click the **Save** button to save your changes.



You can also change your password on the profile menu by following the instructions under the **Edit Password** menu.



Provide your **Current Password** and create a **New Password** for your account.

# Passwords

New Password

Confirm Password

[Change Password](#)

## Related Pages

- [Access Cards - Edit Bulk](#)
- [Appealing Parking Violations](#)
- [Company Manager Functionality](#)
- [Credit Card Management and Subscriptions](#)
- [Edit a Violation](#)
- [Edit User Profile](#)
- [Extended User Profile Options](#)
- [Guest Payments](#)
- [Make Payments with a User Profile](#)
- [Printing Permits from the User Portal](#)
- [Purchase a Parking Permit](#)
- [Purchasing a Locker](#)
- [Recovering a Lost Password](#)
- [Registering and Editing Vehicles](#)
- [Selecting User Profile Items](#)