

Managing Your Portal Account

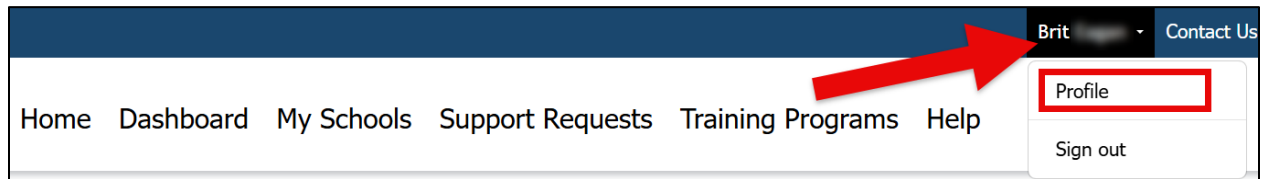
This document will outline how to view and update your personal and organization-related contact information, your automated message preferences, as well as how to change your password and multi-factor authentication (MFA) method.

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Navigating to Your Portal Profile

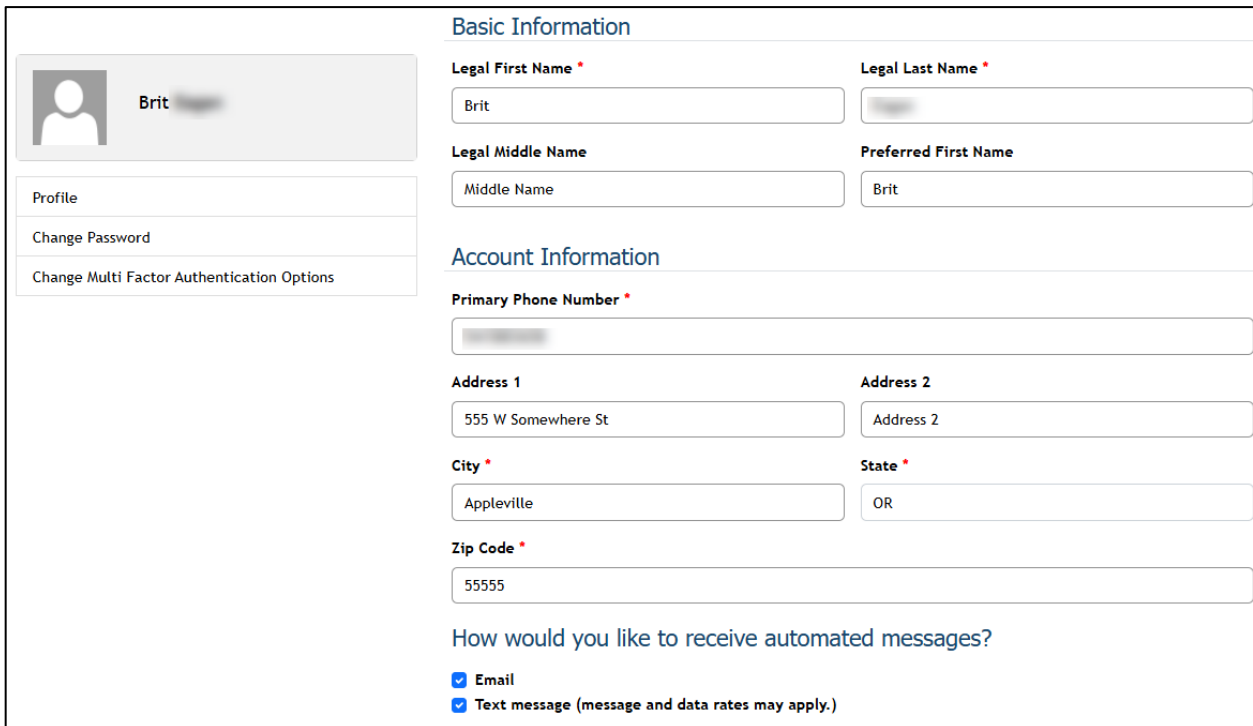
While signed into your Portal account, click on your name in the top right corner and select Profile from the dropdown menu (pictured below).



TIP: If you do not see your name in the top right corner, click the “Sign in” button, sign into your Portal account, and then follow the step outlined above.

Updating Your Information & Preferences

You can scroll through your Portal Profile to review the information you have previously provided (partial screenshot below) and make updates to the fields, as needed.



Basic Information

Legal First Name *
Brit

Legal Last Name *
[Redacted]

Legal Middle Name
Middle Name

Preferred First Name
Brit

Account Information

Primary Phone Number *
[Redacted]

Address 1
555 W Somewhere St

Address 2
Address 2

City *
Appleville

State *
OR

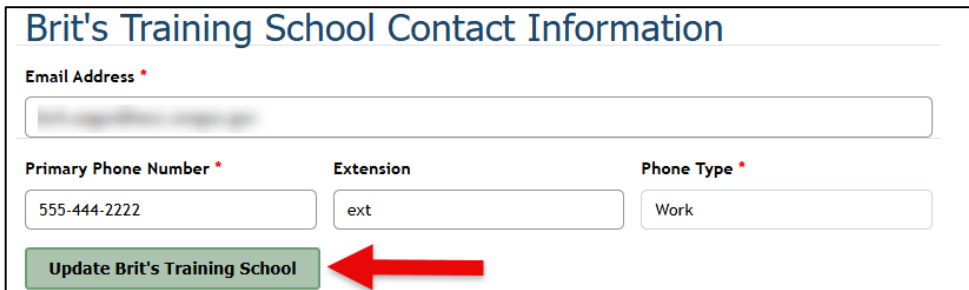
Zip Code *
55555

How would you like to receive automated messages?

☒ Email

☒ Text message (message and data rates may apply.)

If you update a field, be sure to click the “Update” button for the relevant section (example below).



Brit's Training School Contact Information

Email Address *
[Redacted]

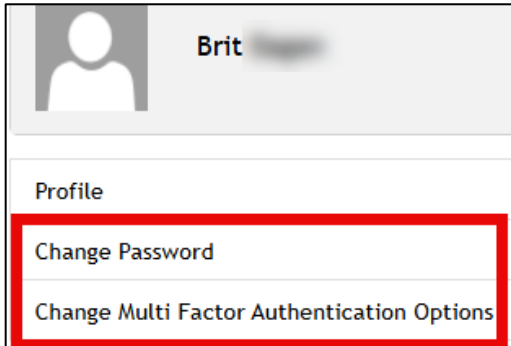
Primary Phone Number *
555-444-2222

Extension
ext

Phone Type *
Work

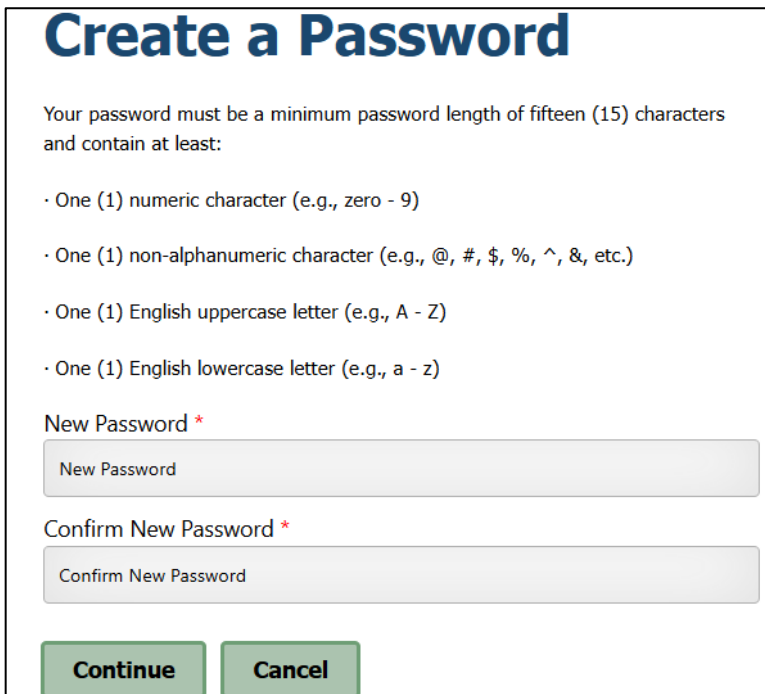
Update Brit's Training School

In the top left corner of your Profile, under your name, there are options to change your password or your Multi-factor Authentication (MFA) method (pictured below). Click an option name to proceed.



Changing Your Password

Follow the provided instructions for creating a new password, then click **Continue** (screenshot below).



Changing Your Multi-Factor Authentication (MFA) Method

Multi-factor Authentication (MFA) is a security step requiring more than one form of identification to log into an account. Make a selection from the dropdown menu and click **Continue**.

