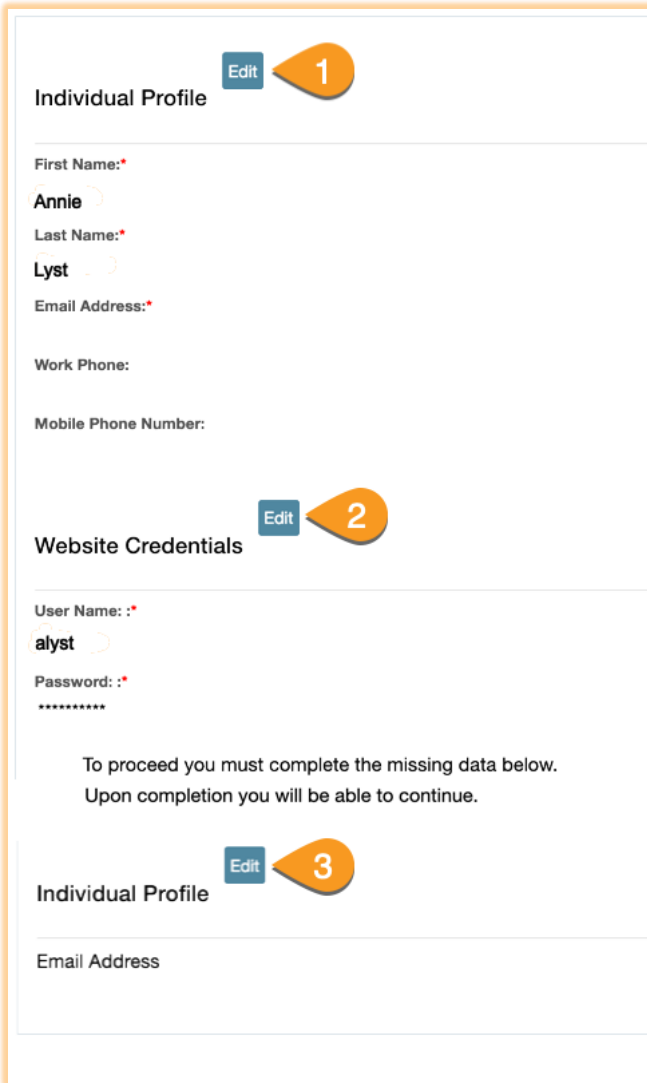


Individual Profile User Guide

This functional area of the Registry Portal allows you to edit your individual profile in our system.



1 Click **Edit** to make changes to your email address, work and mobile phone numbers.

2 Click **Edit** to set a new password for the Registry Portal. Note, your password is encrypted and will not be displayed.

3 Any required fields that are not complete in your profile will be displayed here (Email Address in the example). Click **Edit** to add the required information to your Individual Profile.

Please confirm the above information is correct by clicking the **Confirm** button below.

Confirm 

4 If your profile is complete this section will state "Please confirm the above information is correct by clicking the **Confirm**" button below. Click **Confirm** to return to the Registry Portal Home.

Please [contact us directly](#) for program participation changes.

