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.

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.