

Profile Settings

1. Click **your name** and your profile will be displayed.
2. Make any necessary changes. The fields you can change are:
 - MI
 - Phone
 - Email
 - Password fields
3. Click **Save changes**.

Note: Other changes must be made in PeopleSoft.

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Organizations', a user profile for 'Ronald Wiggins' (with a yellow circle '1' pointing to the name), and a 'Sign out' button. Below this is a 'Profile Settings' window. The window contains the following fields:

- Transcript Report: [icon]
- Location: [dropdown menu showing 'SPRINT UNIVERSITY']
- Training Location: [text input field]
- Positions Assigned: [text input field showing 'HRD SPEC II']
- User ID: [text input field showing 'ro279450']
- Last Name: [text input field showing 'Wiggins']
- First Name: [text input field showing 'Ronald']
- MI: [text input field showing 'A']
- Phone: [text input field]
- E-Mail: [text input field showing 'Ron.Wiggins@sprint.com']
- Current Password: [text input field]
- New Password: [text input field]
- Confirm Password: [text input field]

At the bottom right of the form is a yellow button labeled 'Save changes >' with a yellow circle '3' pointing to it. A yellow circle '2' is positioned to the left of the form, with a bracket pointing to the MI, Phone, E-Mail, Current Password, New Password, and Confirm Password fields.