

Overview

This Work Instruction provides guidance on how to update your profile in the RSHQ Portal.

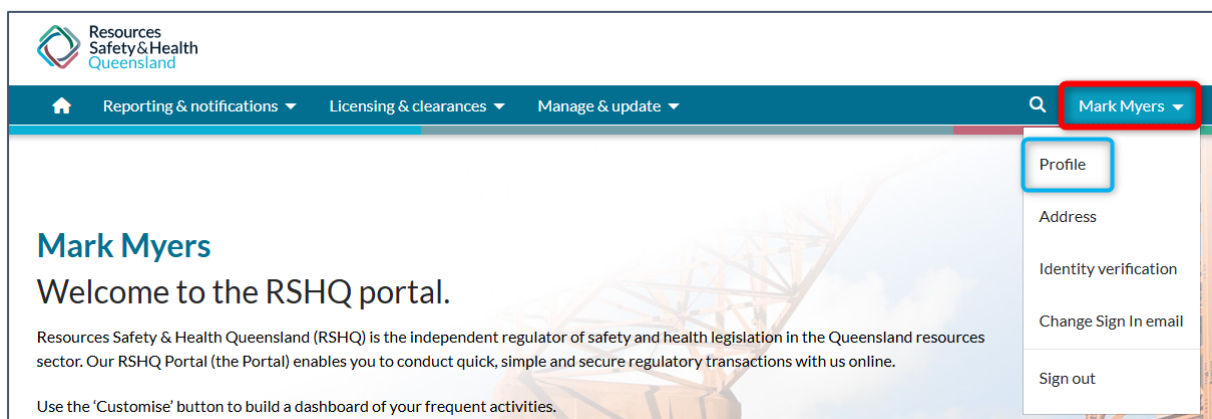
Note: **Bold** words in the text refer to field, link, and button names within the Portal.

Prerequisites

You must have an account in your name before you can update your profile information in the Portal.

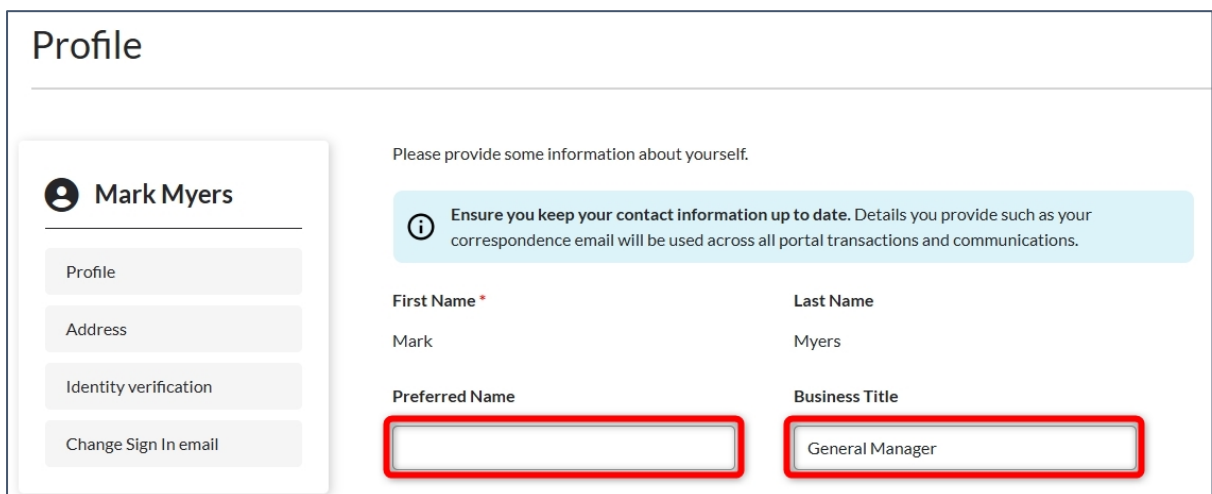
Procedure

1. Once you have logged in, select your name at the top right of the toolbar and select **Profile**.



2. This will take you to your **Profile** page where you can view and update your details.

You have the option of adding a **Preferred Name** and your **Business Title**.

A screenshot of the RSHQ Portal Profile page. The page has a white background. On the left, there is a sidebar with the user name 'Mark Myers' and a list of links: 'Profile', 'Address', 'Identity verification', and 'Change Sign In email'. The 'Profile' link is selected. The main content area has a heading 'Profile' and a subheading 'Please provide some information about yourself.' Below this, there is a blue information box with a warning icon and text: 'Ensure you keep your contact information up to date. Details you provide such as your correspondence email will be used across all portal transactions and communications.' Below the information box, there are four form fields: 'First Name *' (containing 'Mark'), 'Last Name' (containing 'Myers'), 'Preferred Name' (empty, highlighted with a red border), and 'Business Title' (containing 'General Manager', highlighted with a red border).

Work Instruction

Updating your profile

RSHQ will use the **Correspondence email** and the **Preferred contact number** as the primary contact methods. The **Alternate email** will be used if RSHQ can't reach you through the **Correspondence email**.

For example, if you work at 5 different sites with different email addresses, it is recommended that you use the most commonly used email address as the Correspondence email and one of the other email addresses as the Alternate email address.

Update fields as required and click **Update**.

Correspondence Email	Preferred Contact Number
<input type="text" value="trnportal@mailinator.com"/>	<input type="text" value="0444345355"/>
Alternate Email	
<input type="text" value="alt-trnportal@mailinator.com"/>	
<input type="button" value="Update"/>	

3. A confirmation message will display confirming that your update has been saved.

 Your profile has been updated successfully. 