

# Updating Account Information (Name, Email, Building, Department, Grade)

The **User Profile** includes important information about you. It may be possible to update portions of your profile to reflect name changes, building re-assignments, new email address, etc.

\*The information in the User Profile can be updated at any time.

*\*Please note: Your district may have turned OFF the ability to make changes in this section. If you are unable to make any selections please reach out to your districts administration team for assistance.*

### Use these steps to update account information:

1. Click on the **LearningPlan** tab.
2. Click on **My User Profile** under **Account Options** - Access your account profile which contains the following information:
  - a. **First and Last Name**
  - b. **Email Address and Notification Options**
  - c. **Building Assignment**
  - d. **Department Assignment**
  - e. **Grade Levels**

You may be able update any of this information at any time.

3. The **User Profile** contains vital information about your account. The routing of approval forms and activities that are viewed in the catalog are determined by the assignment selections in the **User Profile**. Please review each selection and ensure that they are accurate.

**User Profile**

**Basic Information**

Enter your last and first name. If you would like to be notified via email when your requests are approved, check Yes to Email Notification and indicate a valid email address.

Last Name

First Name

**Email Notification Preferences**

Please Email Me About:

Pending Approval Notification     Yes     No    **← Receive emails when items are awaiting your approval**

NewActivity Notification     Yes     No    **← Receive emails when new activities are posted**

Approval Notification     Yes     No    **← Receive emails when requests are approved**

Upcoming Activities Reminder     Yes     No    **← Receive upcoming activity reminders**

# days prior to Activity Start Date (Max=14)        **← Number of days prior to activity to start email reminders**

Notify upon Team Room posting     Yes     No    **← Receive emails upon new team room posting**

Email Address        **← Email address to receive the above emails**

HTML Formatted Message ?     Yes     No

**Building**

Select Building(s)

- District Office
- Douglas Macdonald Middle School
- Howell Ave K-2
- Ivan Dretzky High School
- Kennedy Elementary School
- McCarren Elementary
- Rogers Elementary School
- Scenario Elementary School
- Scenario High School
- Scenario Middle School
- Smith Elementary School

Select the building your approver is located in

- Wilson Secondary School
- Central Office - DOE

Department(s)

- Department
- Administration
  - Art
  - Business/Computers
  - Communications
  - Elementary
  - English
  - Foreign Language
  - History
  - Libraries
  - Mathematics
  - Music
  - Nurse
  - Physical Education
  - Science
  - Special Education
  - Technology

Select the department assignment

Grade(s)

- Grade
- Grade 01
  - Grade 02
  - Grade 03
  - Grade 04
  - Grade 05
  - Grade 06
  - Grade 07
  - Grade 08
  - Grade 09
  - Grade 10
  - Grade 11
  - Grade 12
  - Grade K
  - Grade Pre - K

Select the grade assignment

Finish

Save

← Click Save to save any changes made above

4. Click the **Save** button at the bottom of the form to activate your updated information.