

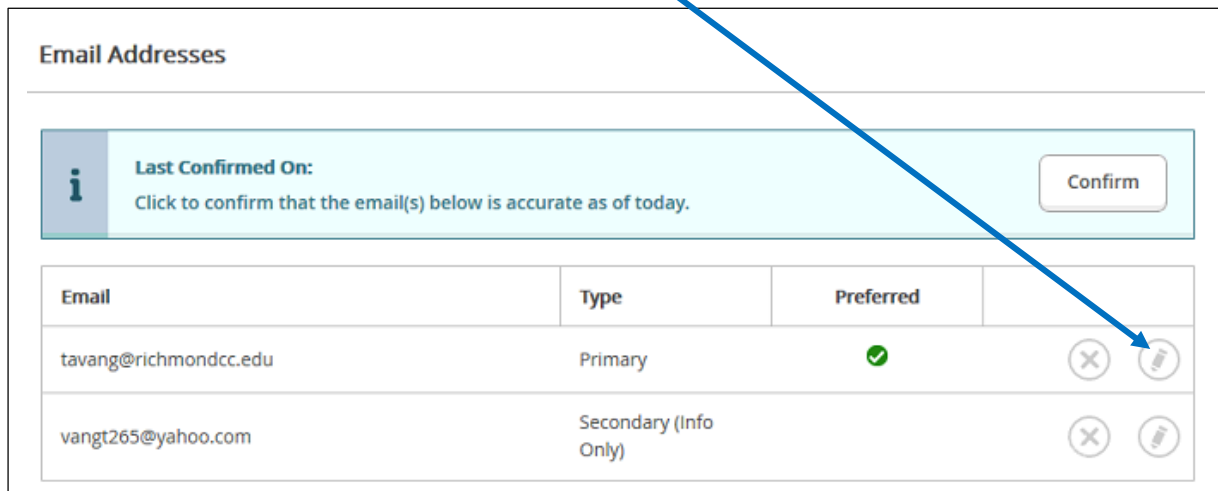
Colleague Self-Service User Profile Guide

It's very important that you keep the information in your User Profile current. If it's not, please update them by following the steps below. You can NOT update your "preferred" home address in here. You must call the College to update your preferred home address.

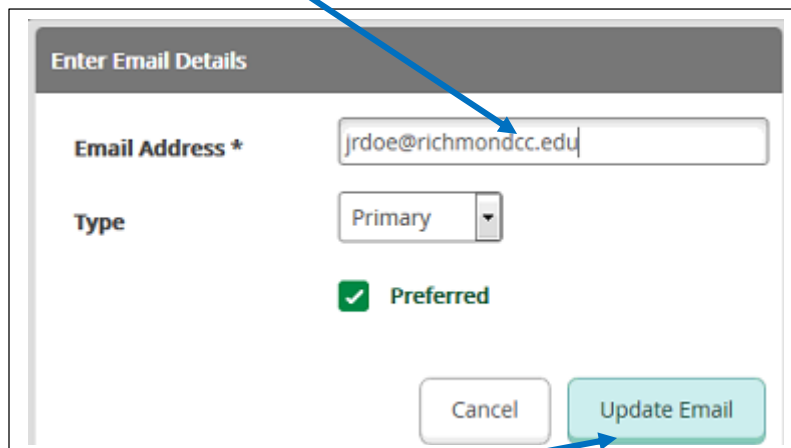
1. After you successfully log into the Colleague Self-Service, click on your name.
2. Click on the "User Profile"



To update your "email address", just click on this button to update your email address.



- a. Type your new email address.



A screenshot of the "Enter Email Details" form. The form has a dark grey header with the title "Enter Email Details". Below the header, there are three fields: "Email Address *" with the value "jrdoe@richmondcc.edu", "Type" with a dropdown menu set to "Primary", and a "Preferred" checkbox which is checked. At the bottom of the form are two buttons: "Cancel" and "Update Email". A blue arrow points from the "edit" icon in the previous screenshot to the "Email Address" field, and another blue arrow points from the "Update Email" button to the text in the next step.

- b. Click on the "Update Email" button to update your email address in Colleague database.