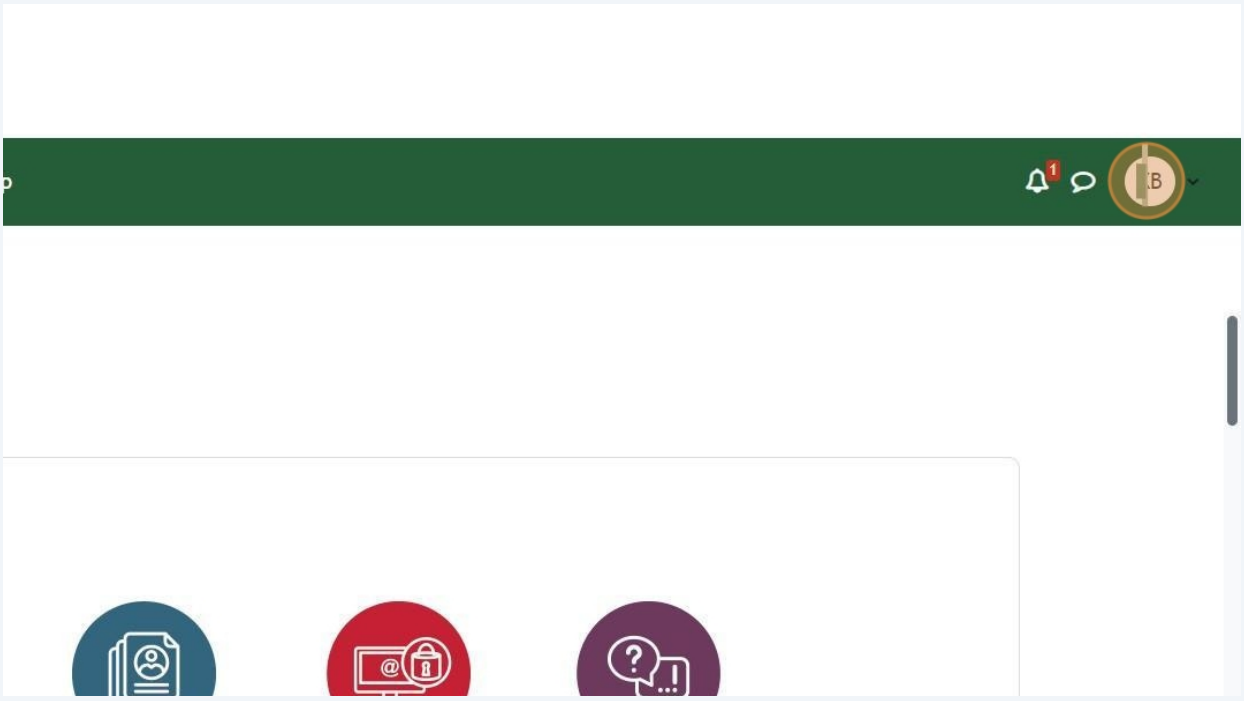
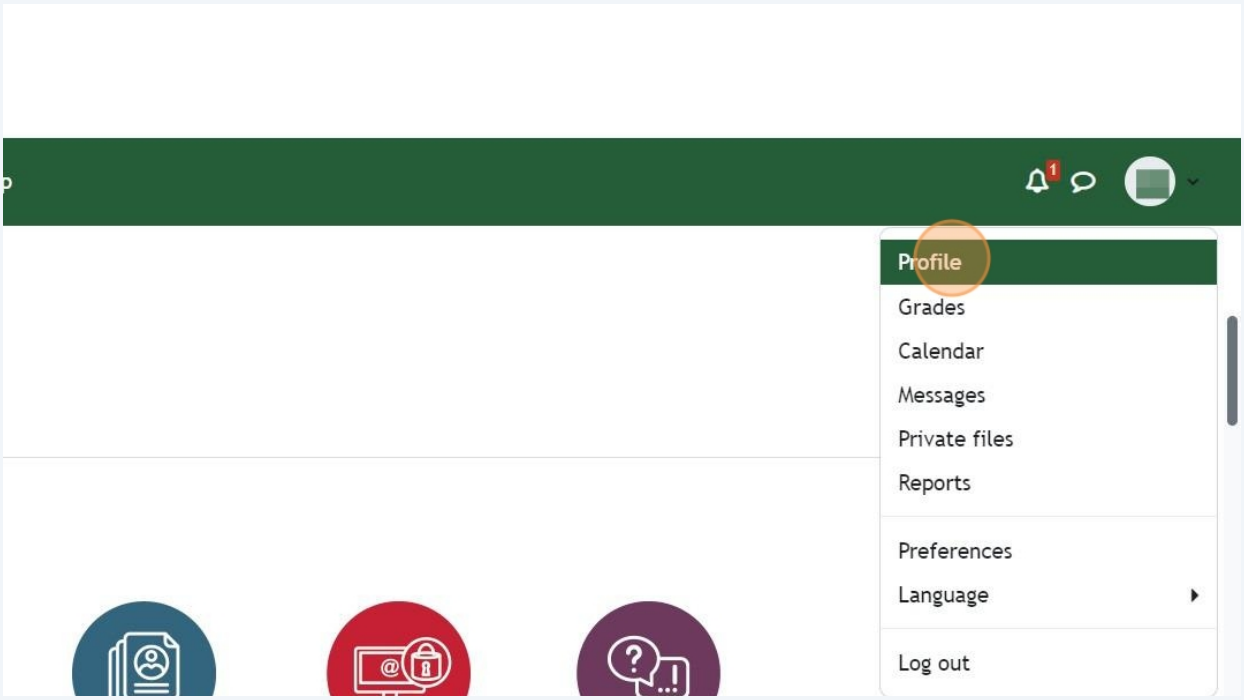
Edit Your Profile

COLORADO
Office of Children, Youth & Families
Division of Child Welfare
Child Welfare Training System

1 Click your initials or photo in the upper-right corner of your screen.

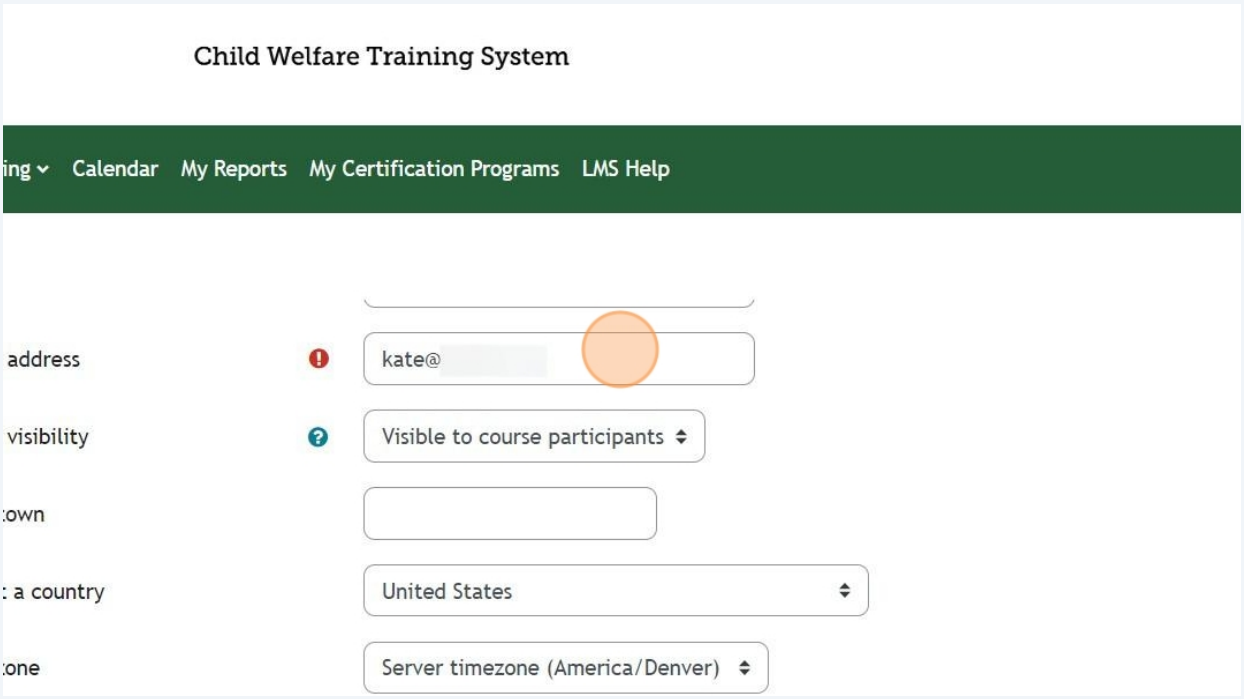


2 Select **Profile**.

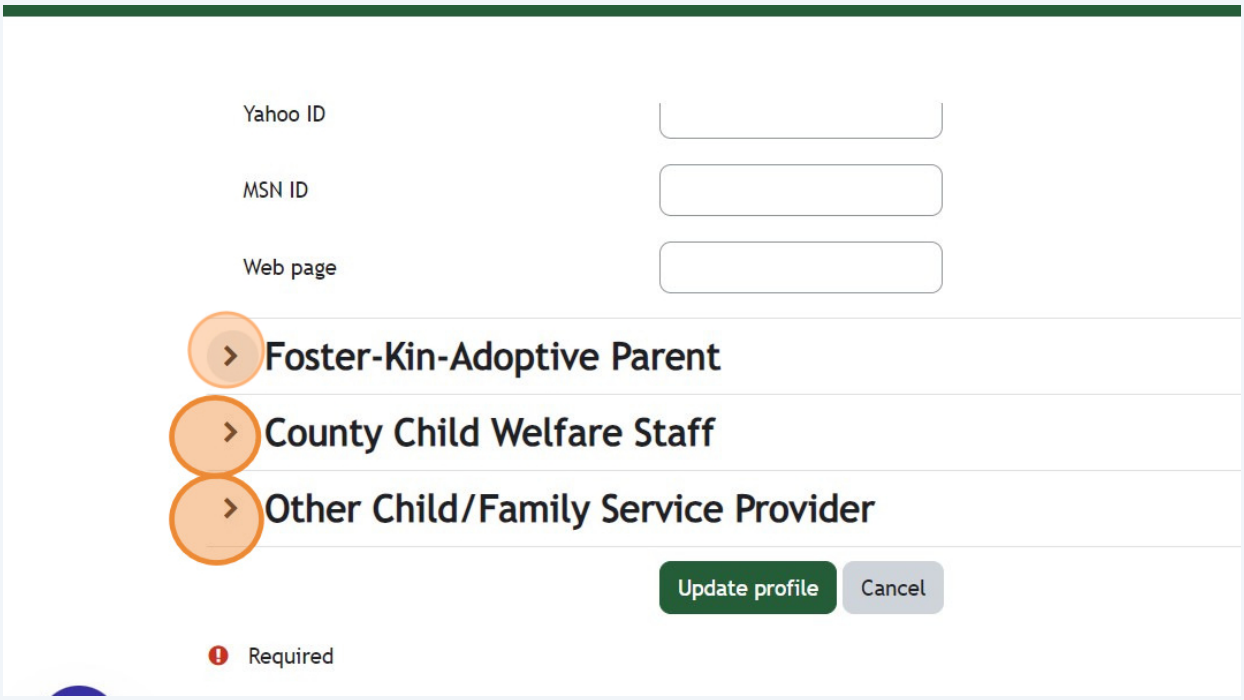


3 Click **Edit profile**.

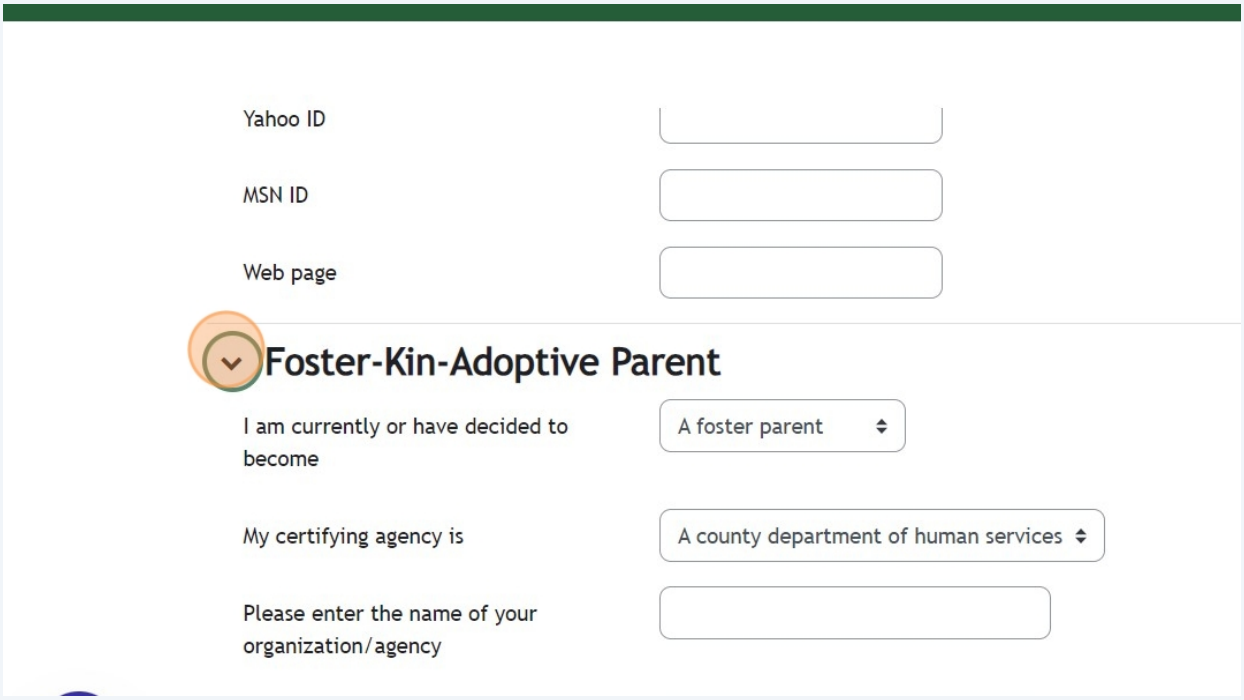
4 Select any fields you want to edit and enter your new information.



5 Farther down the page are additional sections for different roles. Select the section that best describes your role.



6 Edit any necessary fields in that section.



7 Click **Update profile**. You must complete this step to save your changes.