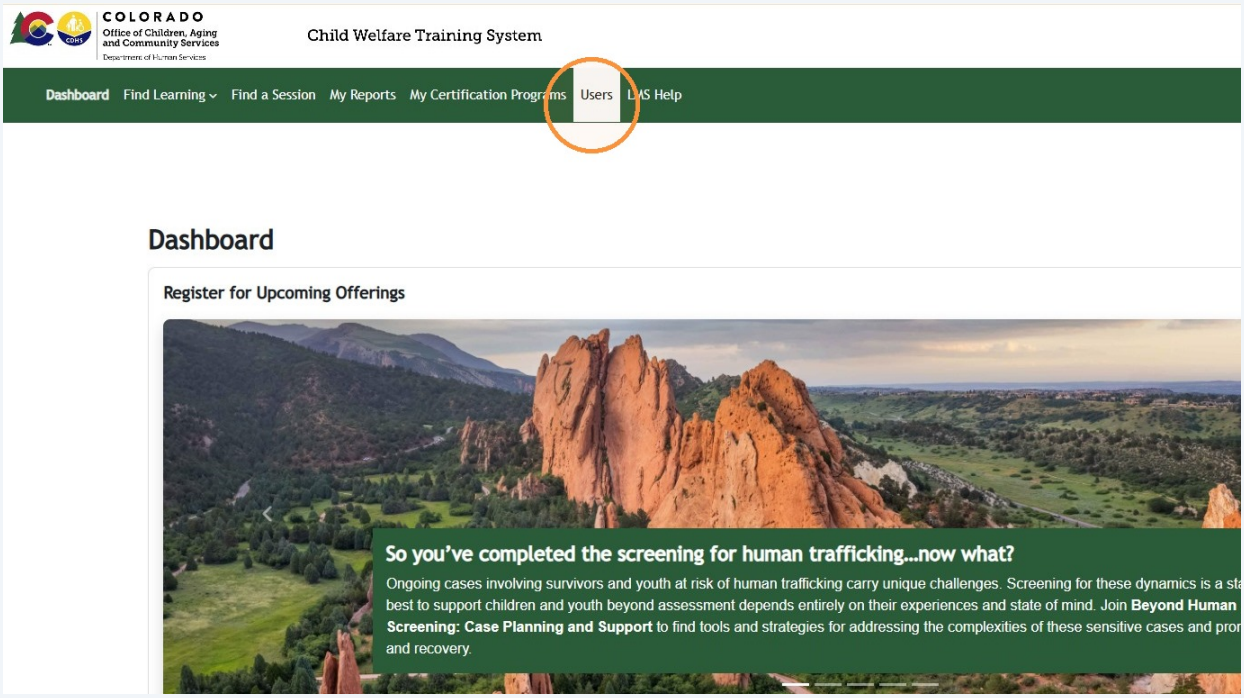
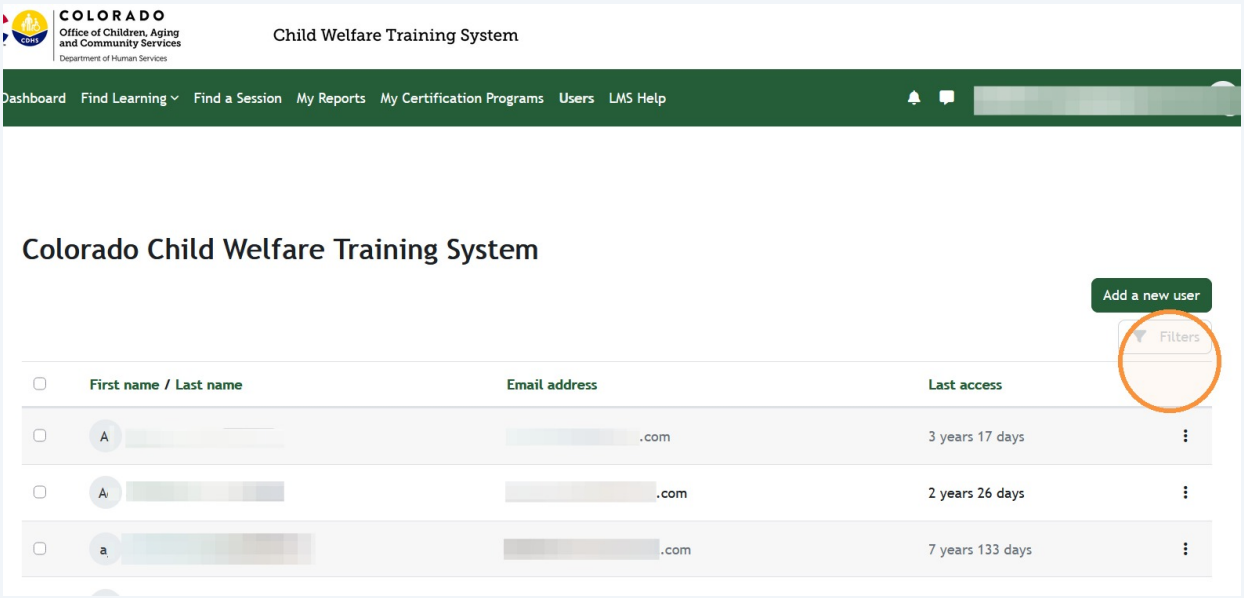
Update an Offboarding Staff Profile

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

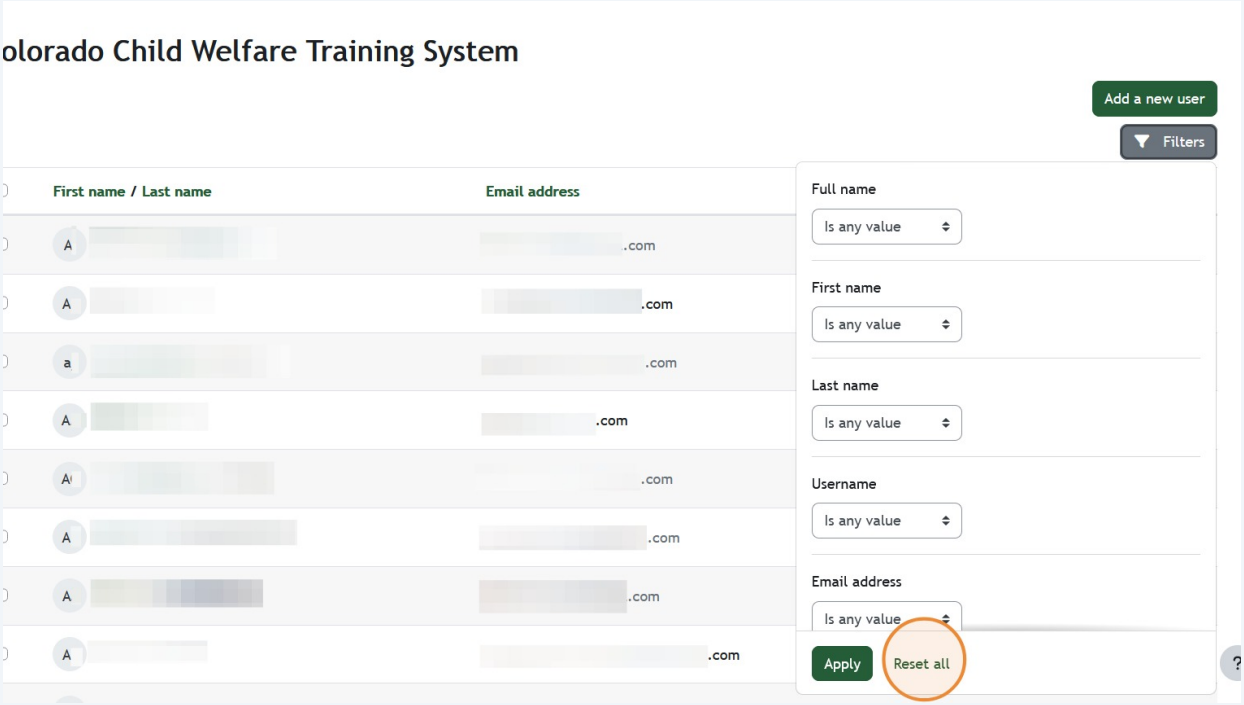
1 Click **Users.**



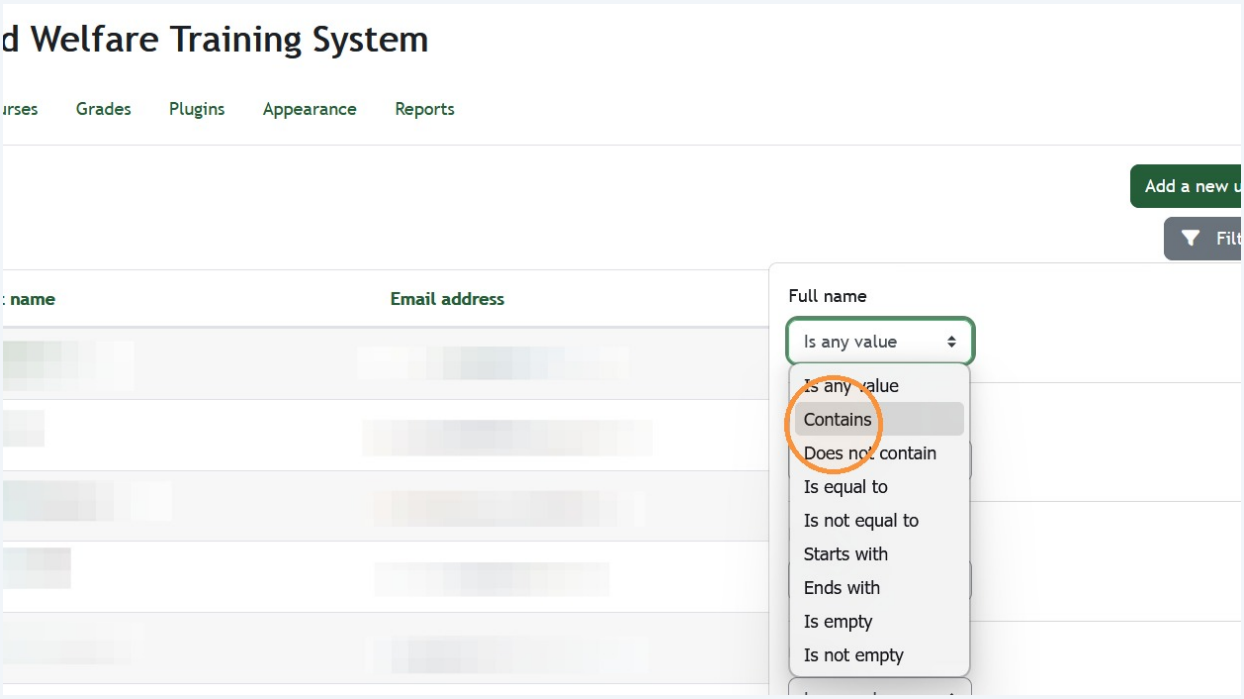
2 Click **Filters.**



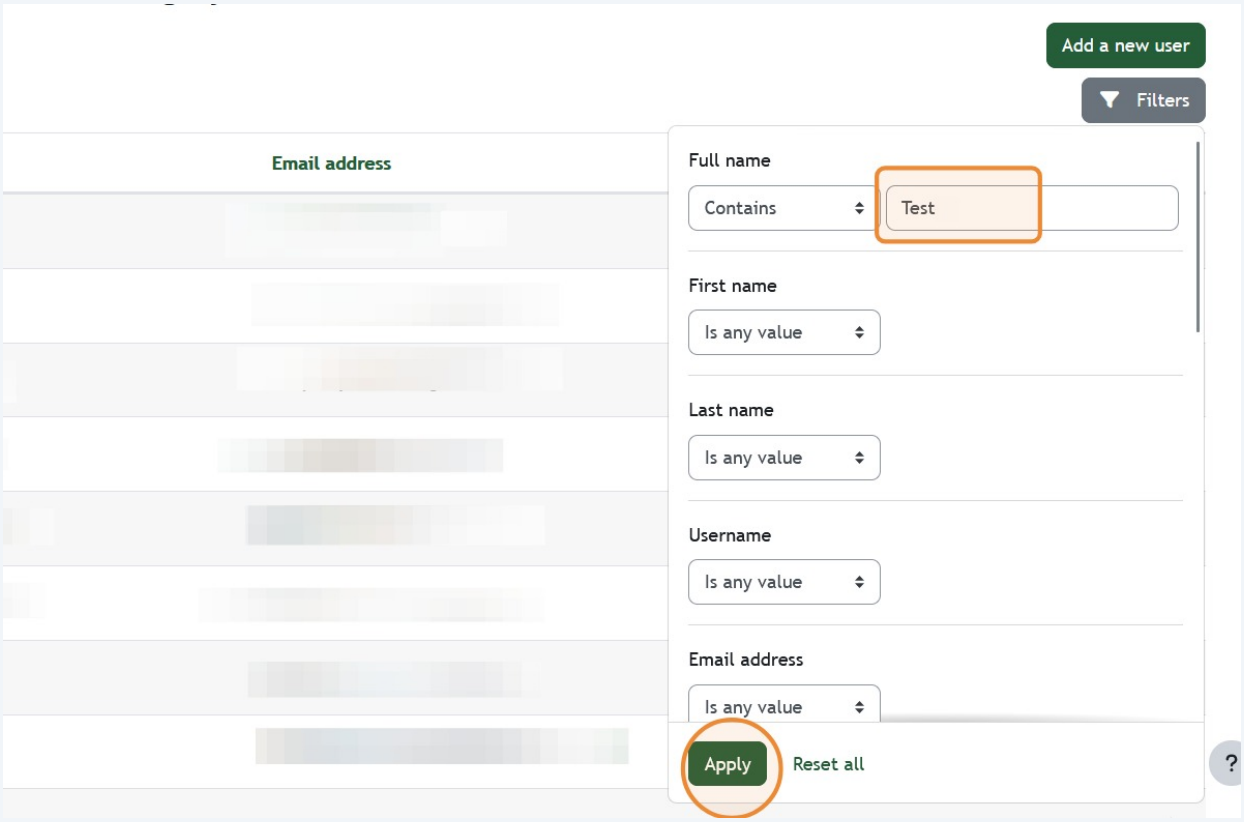
3 Click **Reset all** to clear filters (previously used filters remain selected until cleared and can impact search results).



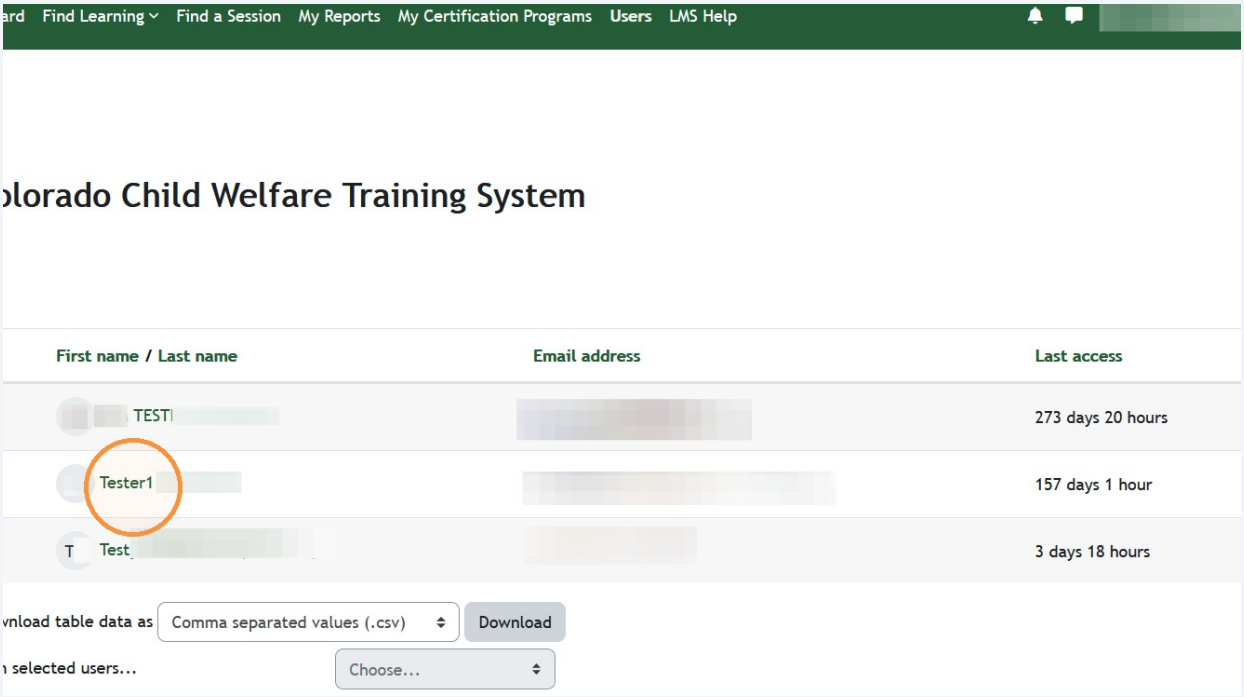
4 In the **Full name** dropdown, choose **Contains**.



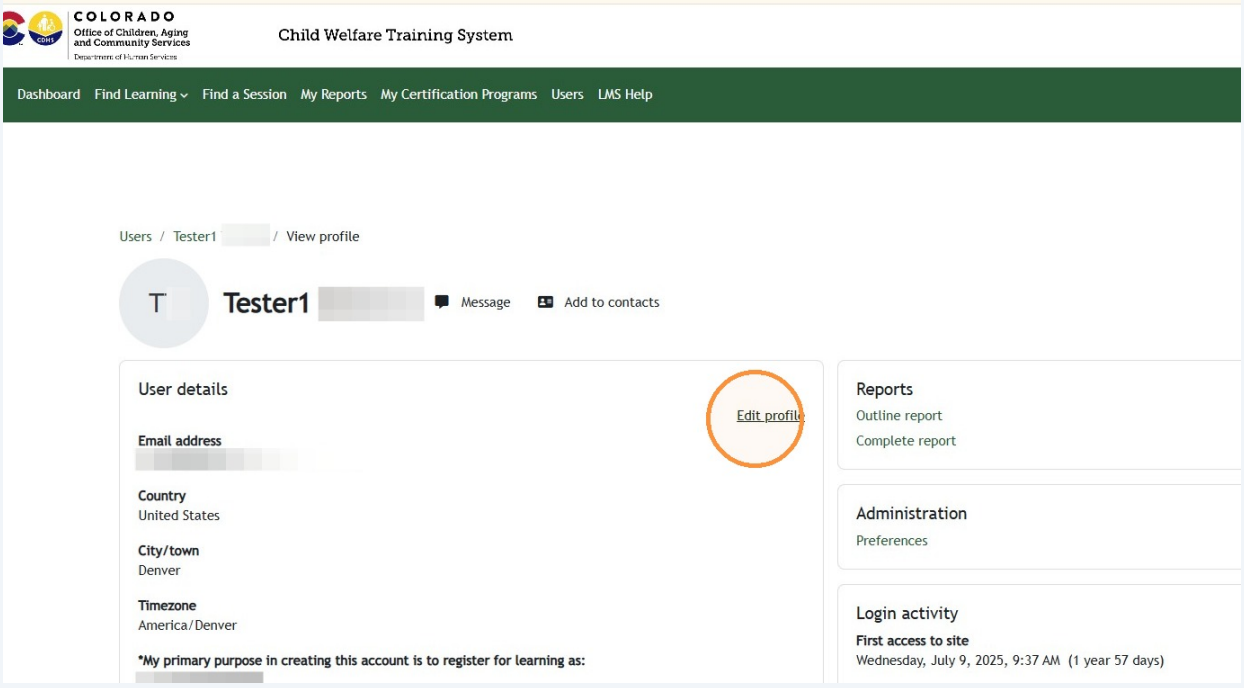
5 Enter part (for best results) or all of the staff member's name, then click **Apply.**



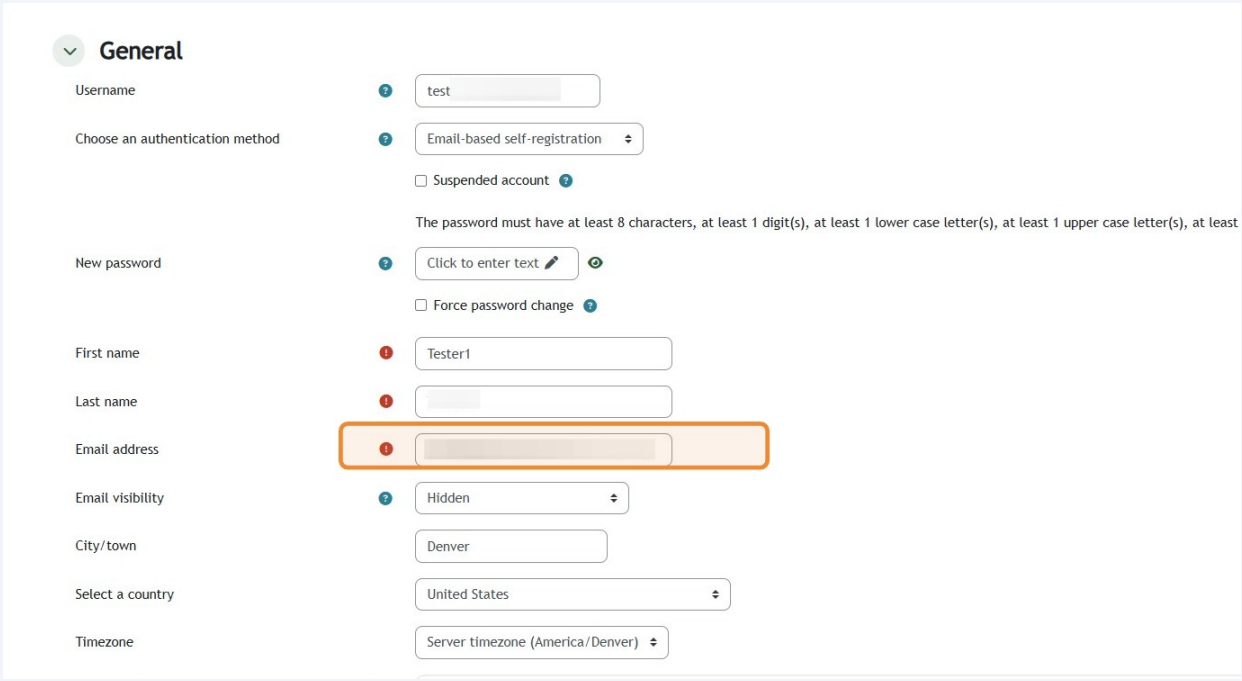
6 Click on your staff member's name.



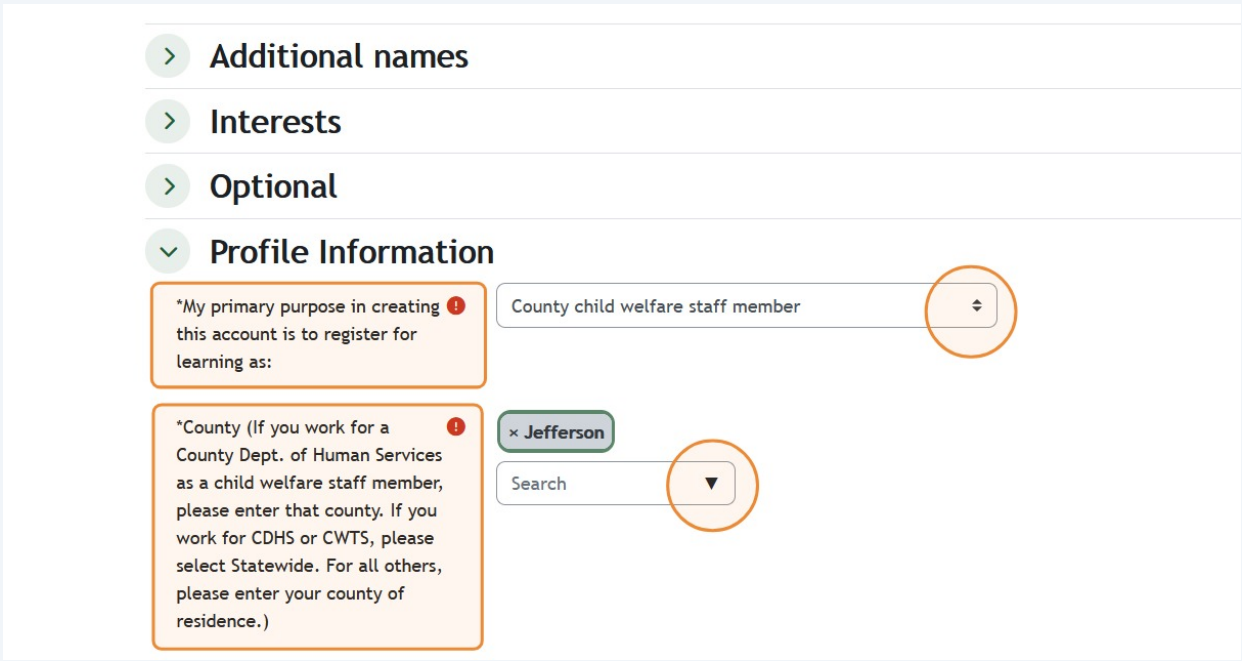
7 Click **Edit profile.**



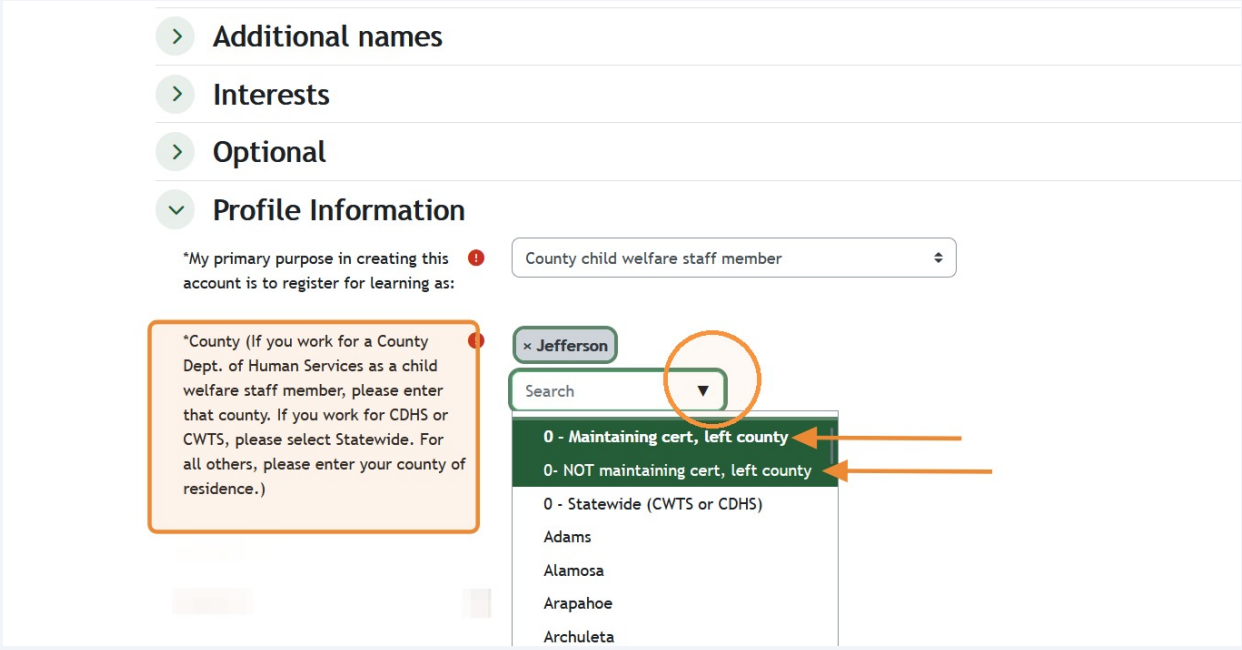
8 Update relevant fields, including **Email address.** (Any LMS user can maintain their profile record of learning simply by updating their email address.)



9 Update **My primary purpose** and **County.**

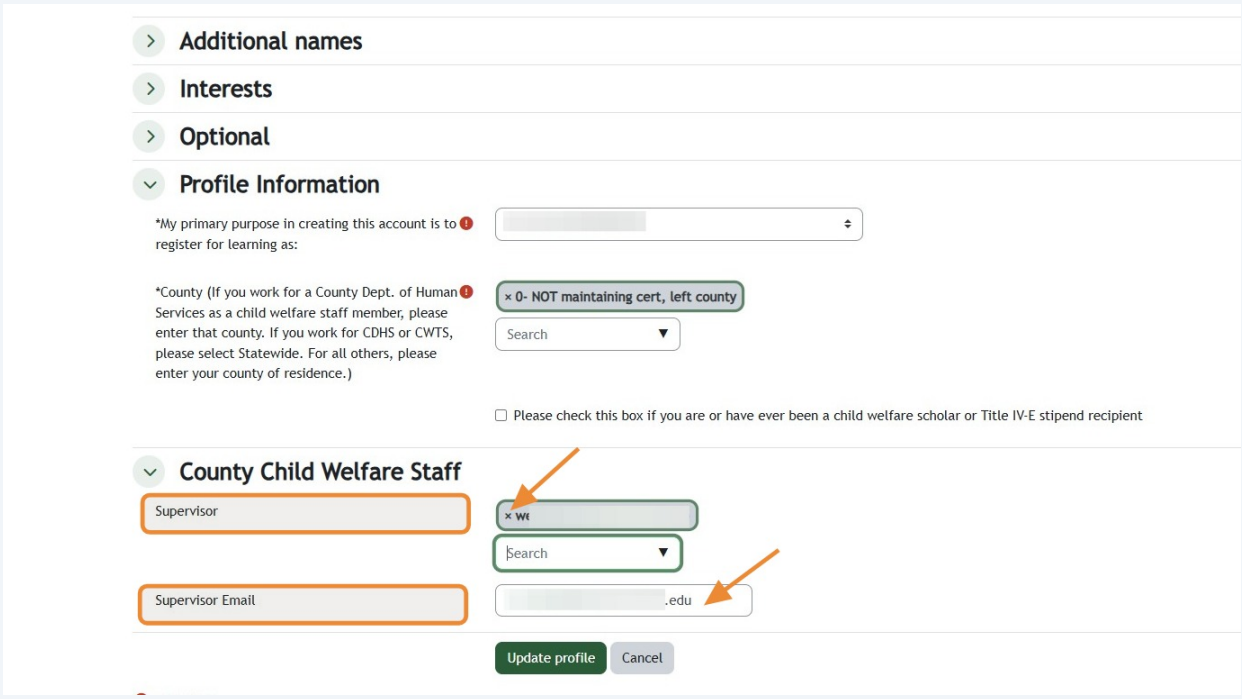
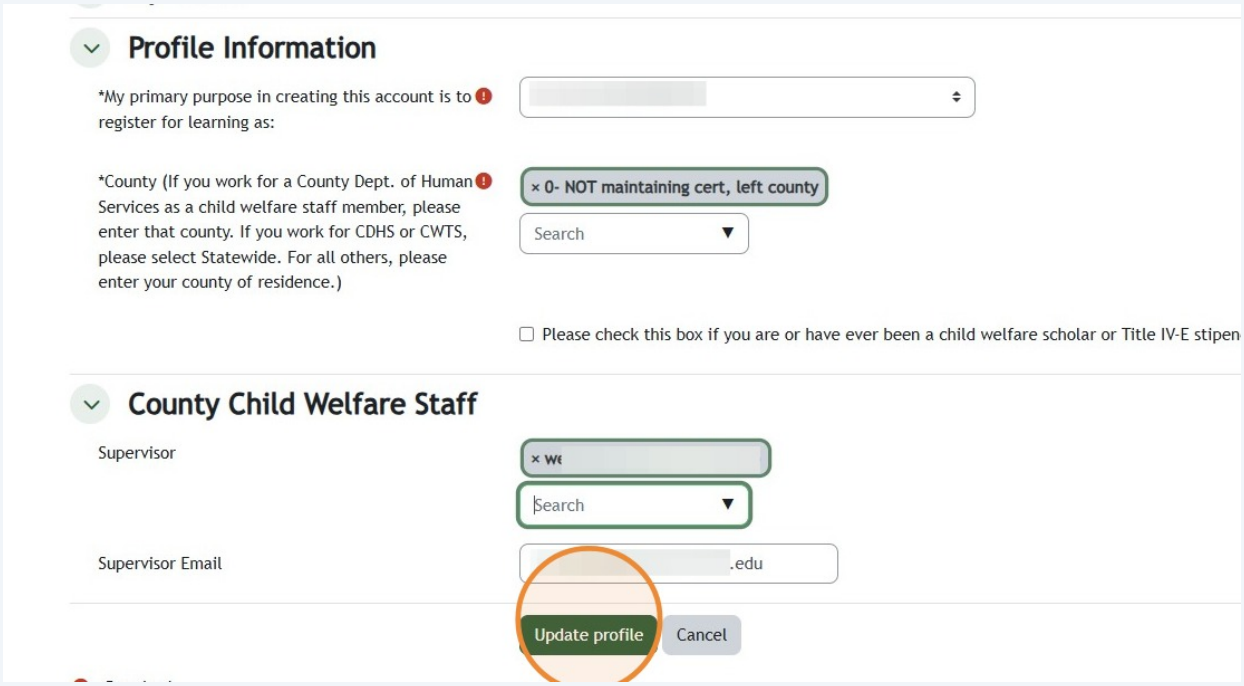


10 Use the **County** dropdown to identify if the user is maintaining certification or not.



11 Under County Child Welfare Staff, clear the current **Supervisor** selection and update it, or just clear the selection if appropriate.

Clear or update **Supervisor Email.**



12 Click **Update profile** to save all changes.