Update Personal Information

Overview

In the RM&R application, you can update the following information:

- Contact Details
- Licenses & Designation
- Password

Instructions

Step 1

Click on the ⚙ button on the top right corner to access personal information.

Contact Details

1. Select **Contact Details** (1A)
2. Update fields that need updating
3. Select **Save** to save any changes made (1B)

Licenses & Designation

1. Select *Licenses & Designation* (2A)
2. Update any fields that requires updating

   Note: *Designation* is a mandatory field (2B)
3. Select *Save* to save any changes made (2C)

Password

1. Select **Password** (3A)
2. Complete the following fields:
   - Existing password (3B)
   - New password (3C)
   - Confirm new password (3D)
3. Select **Change Password** button to save the change (3E)