

# 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

The screenshot shows the 'Change Contact Information' form. It has three tabs: 'Contact Details' (selected), 'Licenses & Designation', and 'Password'. The form fields include: Email (with a redacted value), First name, Last name, Language of correspondence (radio button for English), Phone, Extension, Pager, Extension, and Cell Phone. A 'Save' button with a document icon and a '1B' badge is at the bottom right.

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

## Licenses & Designation

Contact Details | **Licenses & Designation** | Password

2A

Designation : **!**  
Unit Clerk 2B

Specialties :

\* Please note that your clinical designation selection will not affect your access to the application.

Nurse Practitioner Number (optional) :

Physician CPSO Number (optional) :

I acknowledge that the provided information is correct. (Please note that the selection will not affect your access to the application. For any updates required at a later time, please navigate to Contact Information)

Save 2C

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

Contact Details | Licenses & Designation | **Password**

3A

Password Management

3B Existing password:

3C New password:

3D Confirm new password:

3E Change 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)