

# TAS - Update my profile

## How do I update my TAS account profile?

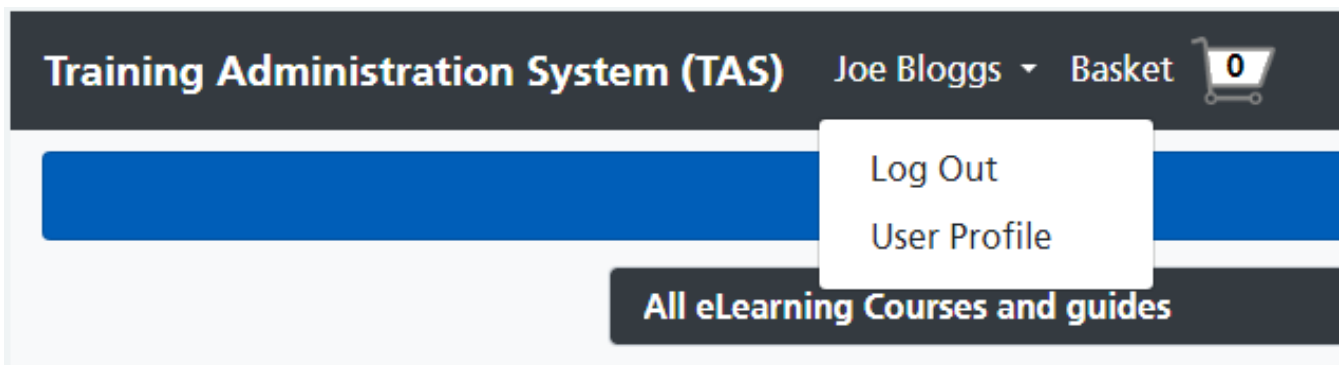
### Prerequisite

You must be logged into your registered and verified TAS account.

### Opening and updating your User Profile

When you have logged into TAS, your name will be displayed on the top menu bar.


Click your name to display a drop list menu.



Click the **User Profile** option to open your TAS User Profile page.

## TAS User Profile

Update your profile before continuing

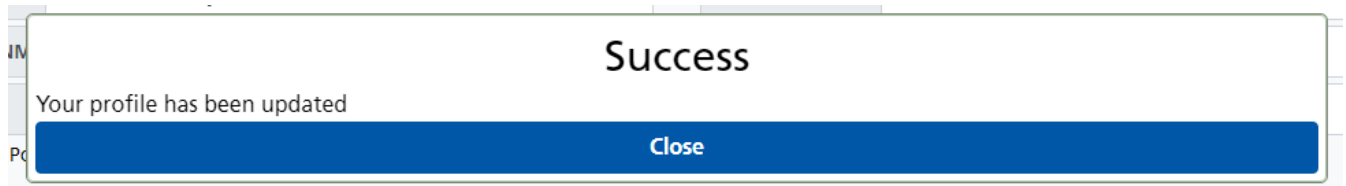
Title	Mr ▾		Speciality	This Is My Speciality	
Other title	Other title		Location	This Is My Location	
Email address	joe.bloggs@nhs.net		Job	This Is My Job Role	
Password	password	retype password	Care Group	Corporate ▾	
Full Name	Joe	Bloggs	Trust	RCHT ▾	
Username	BloggsJoe		Contact Number	0780 123 1234	
GMC / NMC	GMC / NMC registration Number		Manager Full Name	Mark	Brimson
DoB	07/09/1970		Manager email address	m.brimson@nhs.net	

Are you a Postgrad Junior Doctor?  Yes

Are you KernowFlex or Agency Staff?  KernowFlex  Agency

[Save](#) [Close](#)

Make the changes as required, then click the **Save** button to record your changes.



A confirmation will appear, click the **Close** button.

Click the **Close** button again to close your User Profile page.

You will receive an email informing you that your TAS account profile has been updated.

## Remember

If you change your password, please use your new password the next time you log into TAS.

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=319>