

TAS - Update my profile

How do I update my TAS account profile?

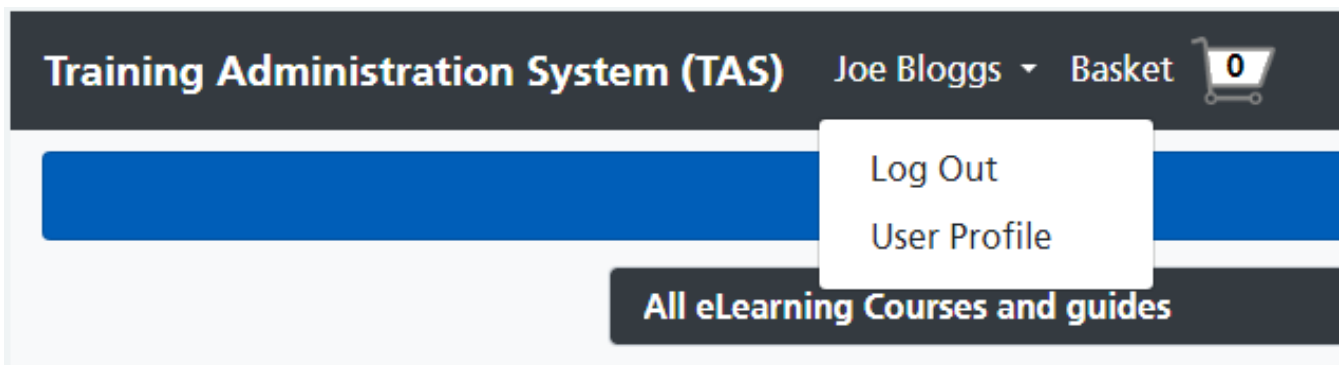
Prerequisite

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.

Success

Your profile has been updated

[Close](#)

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>