# TAS - Update my profile

## How do I update my TAS account profile?

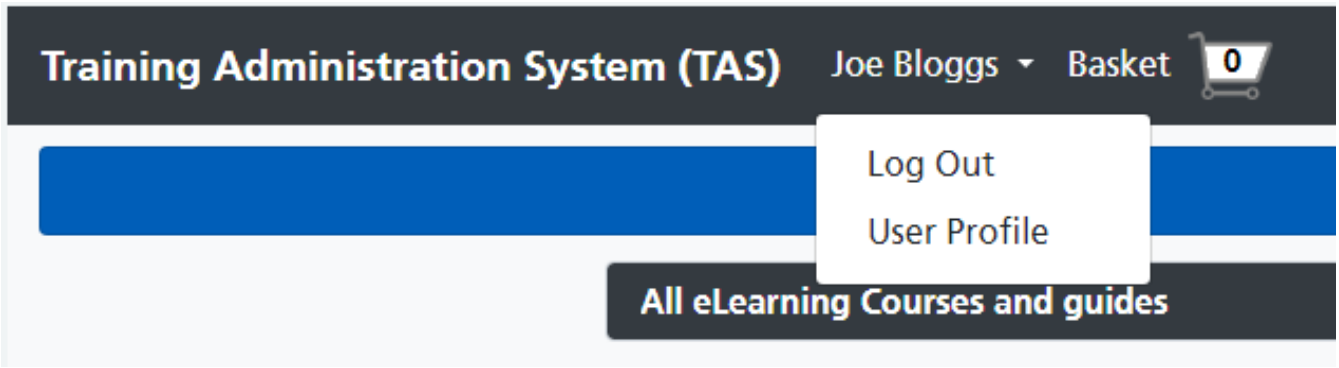
### Prerequisite

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

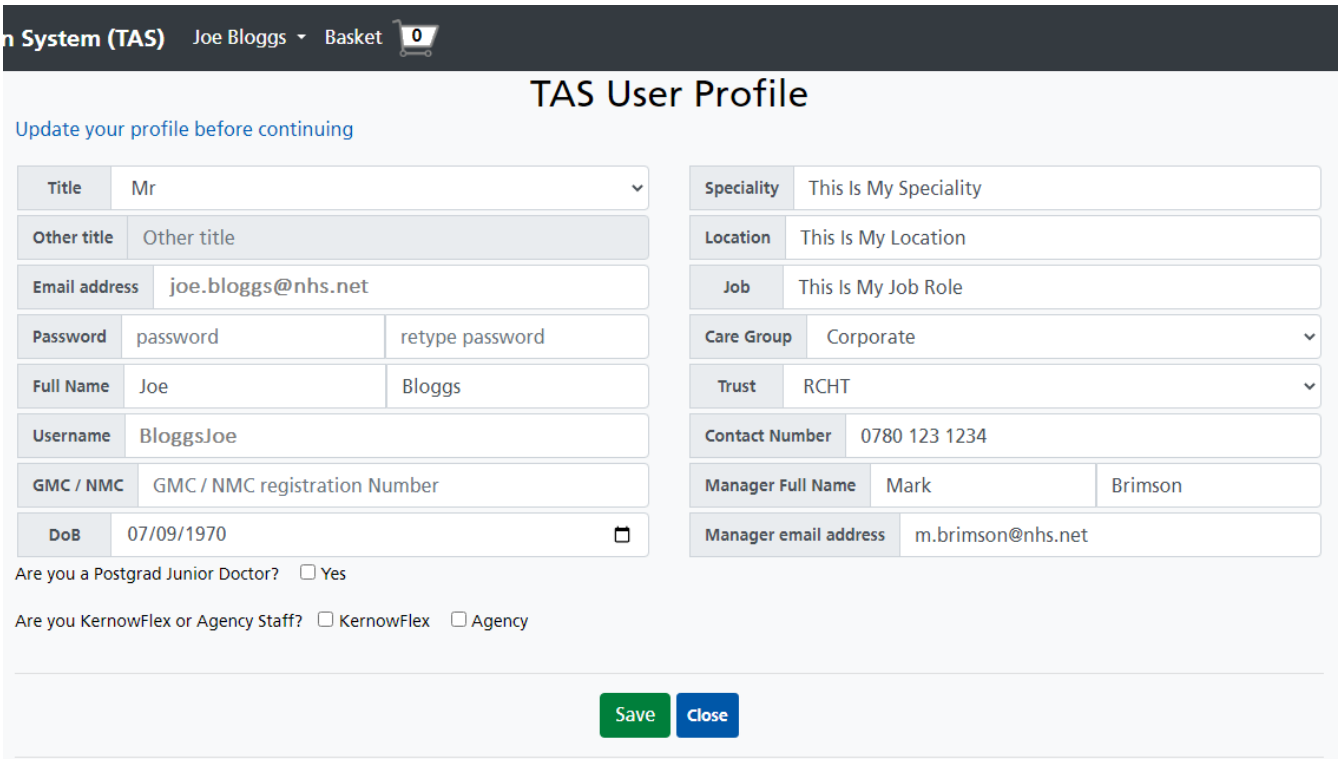
### Opening and updating your User Profile

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

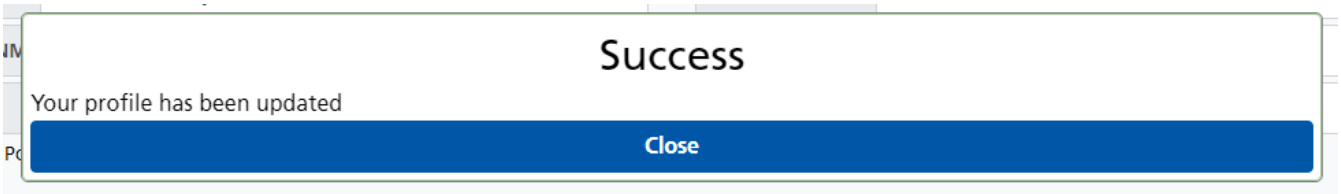
Click your name to display a drop list menu.




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




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