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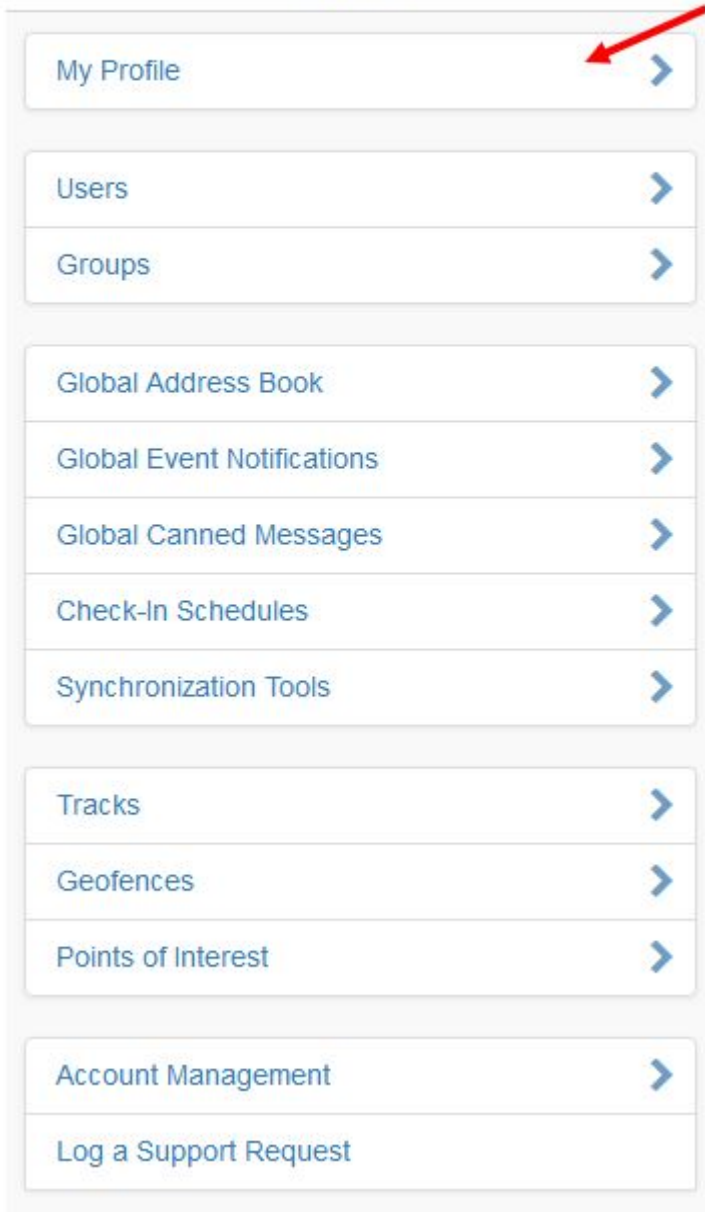
## Configuring My Profile from the Options tab [GPv3]

Lu Parente - 2015-10-08 - in [How-To](#)

Selecting **My Profile** from the **Options** tab allows you to configure details which are directly linked to your user profile. The My Profile section allows you to configure details such as **Name, Photo, Citizenship, Address and Phone** number, **Emergency Planning & Contacts** details and also allows you to **Change Password, Change Security Question** and configure additional **Portal Settings**.

1. To configure your profile details, navigate to the **Options** tab and select **My Profile** from the list.

### Options




The screenshot shows a vertical list of menu items under the heading 'Options'. The items are: My Profile, Users, Groups, Global Address Book, Global Event Notifications, Global Canned Messages, Check-In Schedules, Synchronization Tools, Tracks, Geofences, Points of Interest, Account Management, and Log a Support Request. Each item has a right-pointing chevron icon. A red arrow points to the 'My Profile' item.

My Profile	>
Users	>
Groups	>
Global Address Book	>
Global Event Notifications	>
Global Canned Messages	>
Check-In Schedules	>
Synchronization Tools	>
Tracks	>
Geofences	>
Points of Interest	>
Account Management	>
Log a Support Request	>

2. Next, select any of the profile options you wish to configure and proceed with entering in the appropriate details based on your selection.

**Note:** Users and Monitors are not presented with the Emergency Planning and Contacts option. This option is only available to Administrators.



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Name, Photo and Citizenship >

Address and Phone >

Emergency Planning and Contacts >

Change Password >

Change Security Question >

Portal Settings >

3. Be sure to save your details/settings while working through any of the **My Profile** pages by pressing **OK**.

