1. My Account: profile

- This window pops when you click on the "My Account" icon.
- Your name will show here.
- Last name is also required.
- Email is required; it is the only way the system can send notifications throughout.

Change your password

- Enter your old password, and new password.
- To change your password, click here.
- Save your changes when you are done.

Bio sketch, CV, Publications

- Click on Bio sketch/CV/Pub.
- Click to add to add CV, Bio sketch or a publication to your profile.
Training history

- Select your type of document
- Enter your title here
- Select your version date
- Click here to upload your document
- Your loaded document will show here

Medical License(s)

- Click here to load your Medical License(s)

Signature

- Here you will upload your electronic signature to use throughout the system

Notes

- Here you can make any notes for your and other employees etc. just click the add button to add a new one

2- Help
3-Completed Tasks

Completed Tasks (sample)

4-Announcements

5-View correspondence

Things to remember