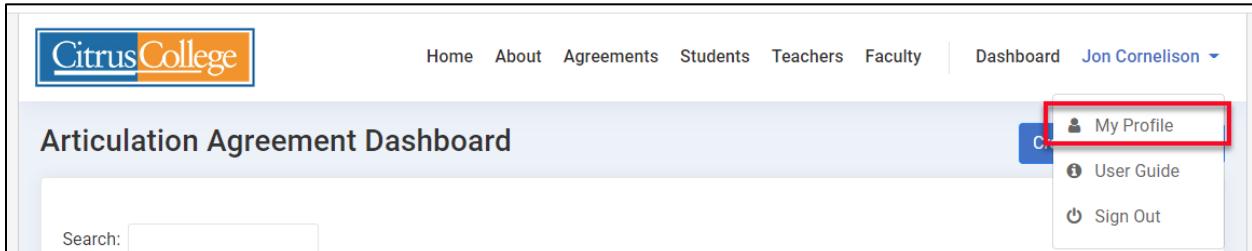


## CTE Articulation: High School Instructor Reference Guide

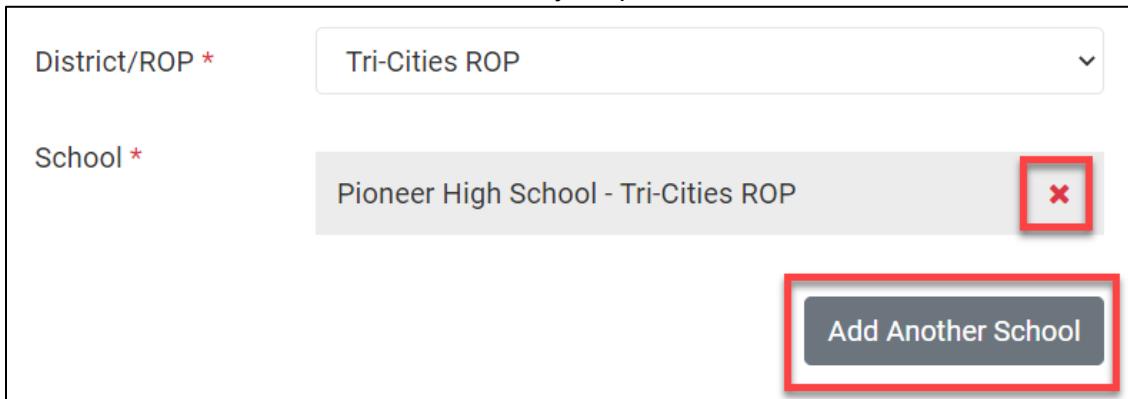
# Managing Your User Profile

You can update your name, District/ROP, Phone number, and school association via the My Profile option located in the main menu.

1. Click your **Name** in the main menu and then click **My Profile**.



2. Edit your **First Name**, **Last Name**, and **Work Phone** if required.
3. Click **Add School** to add a new school to your profile. Click the **X** next to an existing associated school name to remove it from your profile.



A screenshot of the 'My Profile' page. It shows a 'District/ROP' dropdown set to 'Tri-Cities ROP' and a 'School' dropdown containing 'Pioneer High School - Tri-Cities ROP' with a red 'X' button to its right. At the bottom is a large red-bordered 'Add Another School' button.

4. If you need to change your District/ROP, you may do so but your existing school association will be removed. An account can only be associated with one District/ROP but can be associated with multiple schools within the District/ROP.
5. Click **Save My Profile** to save your changes.
6. Click **Cancel** to discard any changes.