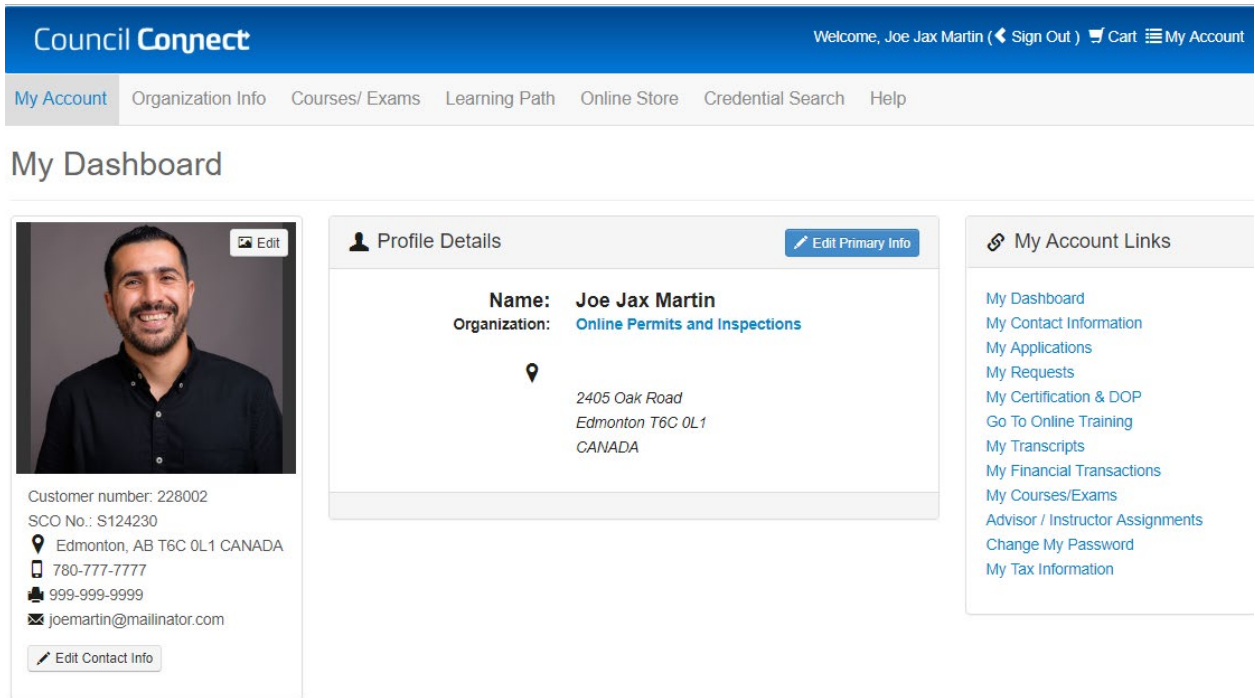


Edit Contact and Personal Information

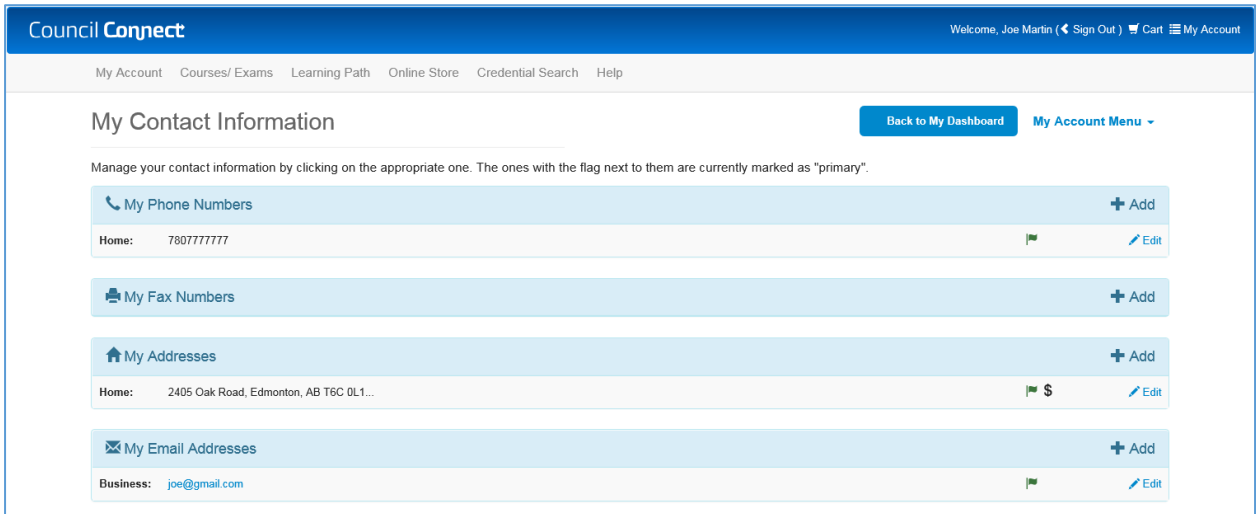
This tutorial walks you through the steps to edit your contact and personal information (phone/fax number, address, and email).

Note: Refer to the tutorial in HELP for detailed instructions on how to **request a name change**.



The screenshot shows the Council Connect user interface. At the top, a blue navigation bar contains the text "Council Connect" on the left and "Welcome, Joe Jax Martin (← Sign Out) 🛒 Cart ☰ My Account" on the right. Below this is a secondary navigation bar with links: "My Account", "Organization Info", "Courses/ Exams", "Learning Path", "Online Store", "Credential Search", and "Help". The main content area is titled "My Dashboard" and is divided into three panels. The left panel features a profile picture of a man with a beard and a dark shirt, with an "Edit" button in the top right corner. Below the photo, the following information is listed: "Customer number: 228002", "SCO No.: S124230", "Edmonton, AB T6C 0L1 CANADA", "780-777-7777", "999-999-9999", and "joemartin@mailinator.com". An "Edit Contact Info" button is located at the bottom of this panel. The middle panel is titled "Profile Details" and has an "Edit Primary Info" button in the top right corner. It displays: "Name: Joe Jax Martin", "Organization: Online Permits and Inspections", and an address: "2405 Oak Road", "Edmonton T6C 0L1", "CANADA". The right panel is titled "My Account Links" and contains a list of links: "My Dashboard", "My Contact Information", "My Applications", "My Requests", "My Certification & DOP", "Go To Online Training", "My Transcripts", "My Financial Transactions", "My Courses/Exams", "Advisor / Instructor Assignments", "Change My Password", and "My Tax Information".

1. From **My Dashboard**:
 - a. Click the **Edit Contact Info** button at the bottom of the panel where the photo displays



Council Connect Welcome, Joe Martin (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

My Contact Information

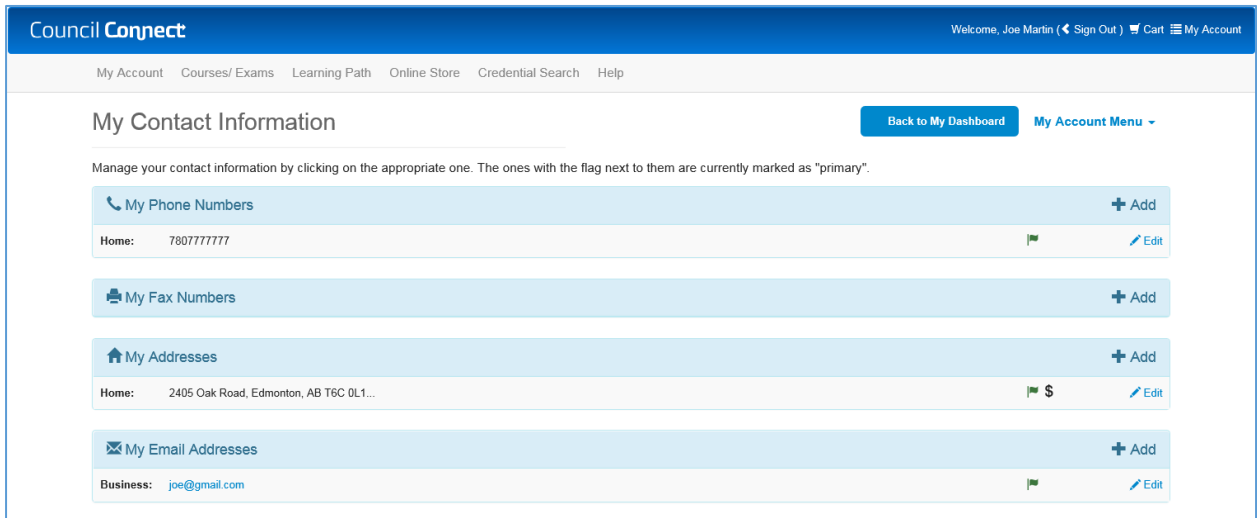
Back to My Dashboard My Account Menu

Manage your contact information by clicking on the appropriate one. The ones with the flag next to them are currently marked as "primary".

- My Phone Numbers** + Add
Home: 7807777777 [Flag] [Edit]
- My Fax Numbers** + Add
- My Addresses** + Add
Home: 2405 Oak Road, Edmonton, AB T6C 0L1... [Flag] \$ [Billing] [Edit]
- My Email Addresses** + Add
Business: joe@gmail.com [Flag] [Edit]

From the **My Contact Information** page you can view and update your Contact Information. You can have more than one contact phone number, fax number, address or email associated with your account. The ones with **flag** icons are called "primary" contacts and will be the main contact methods used by Council. The address with a **\$** displayed to the right and with **Billing** in front of the address will be used as your primary address for receipts and shipping (e.g. hard copy materials sent to you).

My Phone Number



Council Connect Welcome, Joe Martin (Sign Out) Cart My Account

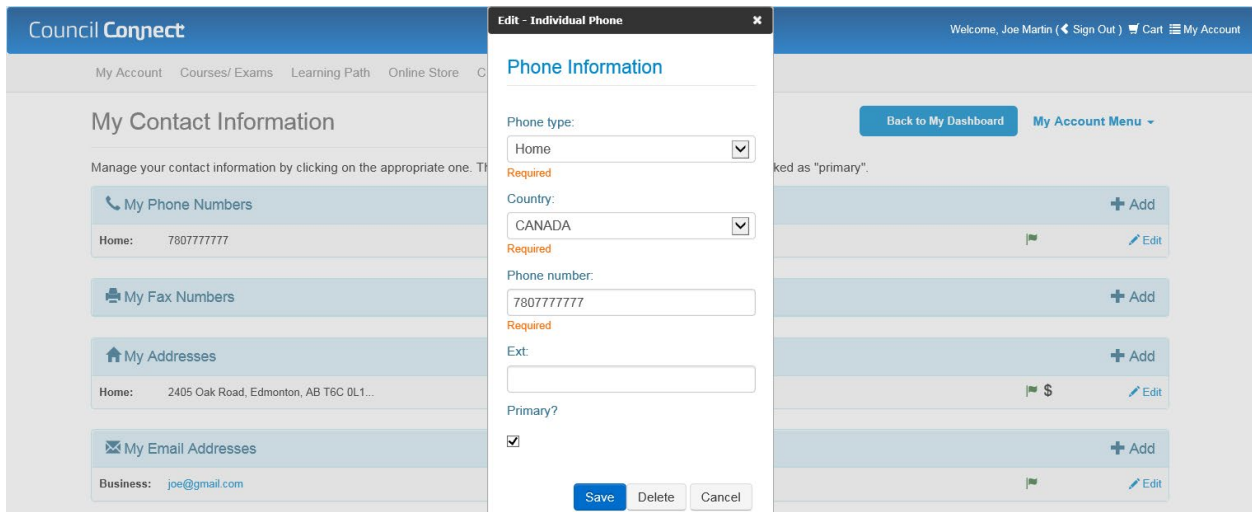
My Account Courses/ Exams Learning Path Online Store Credential Search Help

My Contact Information

Manage your contact information by clicking on the appropriate one. The ones with the flag next to them are currently marked as "primary".

- My Phone Numbers** + Add
 - Home: 7807777777 [Flag] [Edit]
- My Fax Numbers** + Add
- My Addresses** + Add
 - Home: 2405 Oak Road, Edmonton, AB T6C 0L1... [Flag] [Edit]
- My Email Addresses** + Add
 - Business: joe@gmail.com [Flag] [Edit]

2. From the **My Contact** information page:
 - a. Click the **Edit** Button beside an existing phone number you want to edit
or
 - b. Click the **Add** button to add an additional phone number



Council Connect Welcome, Joe Martin (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store C

My Contact Information

Manage your contact information by clicking on the appropriate one. T

- My Phone Numbers** + Add
 - Home: 7807777777 [Flag] [Edit]
- My Fax Numbers** + Add
- My Addresses** + Add
 - Home: 2405 Oak Road, Edmonton, AB T6C 0L1... [Flag] [Edit]
- My Email Addresses** + Add
 - Business: joe@gmail.com [Flag] [Edit]

Edit - Individual Phone

Phone Information

Phone type: Home

Country: CANADA

Phone number: 7807777777

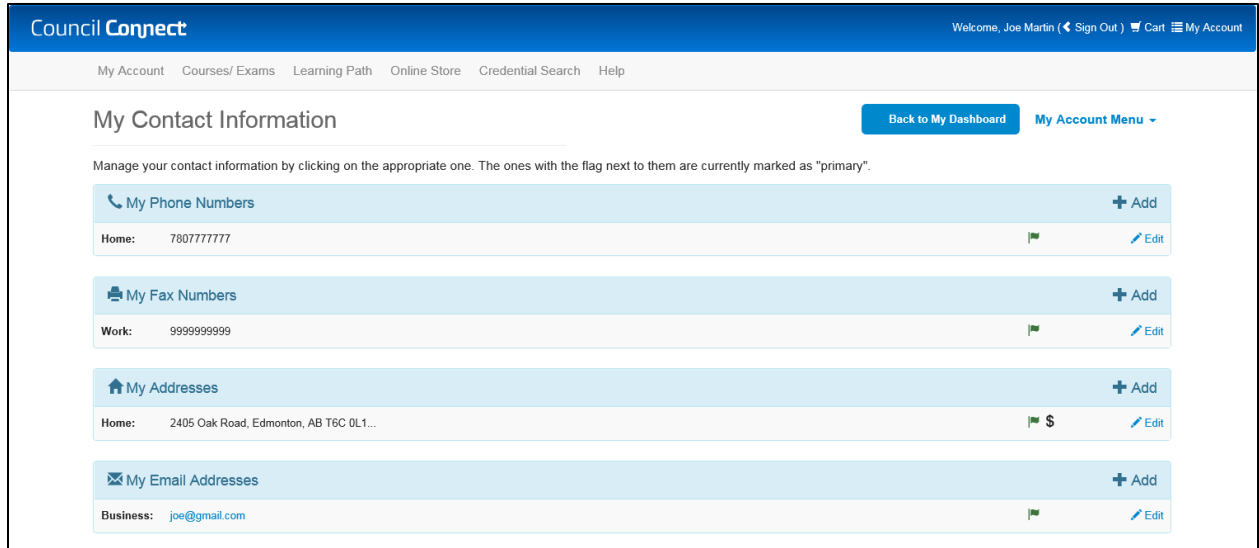
Ext:

Primary?

Save Delete Cancel

3. From the **Edit Individual Phone** page enter the following:
 - b. **Phone Type:** select home, mobile, or work
 - c. **Country:** select the county you would like associated with the number
 - d. **Phone Number:** phone number and area code
 - a. Click **Primary** if you wish to make this your main contact number
 - e. Click the **Save** button

My Fax Number



Council Connect Welcome, Joe Martin (← Sign Out) 🛒 Cart 📄 My Account

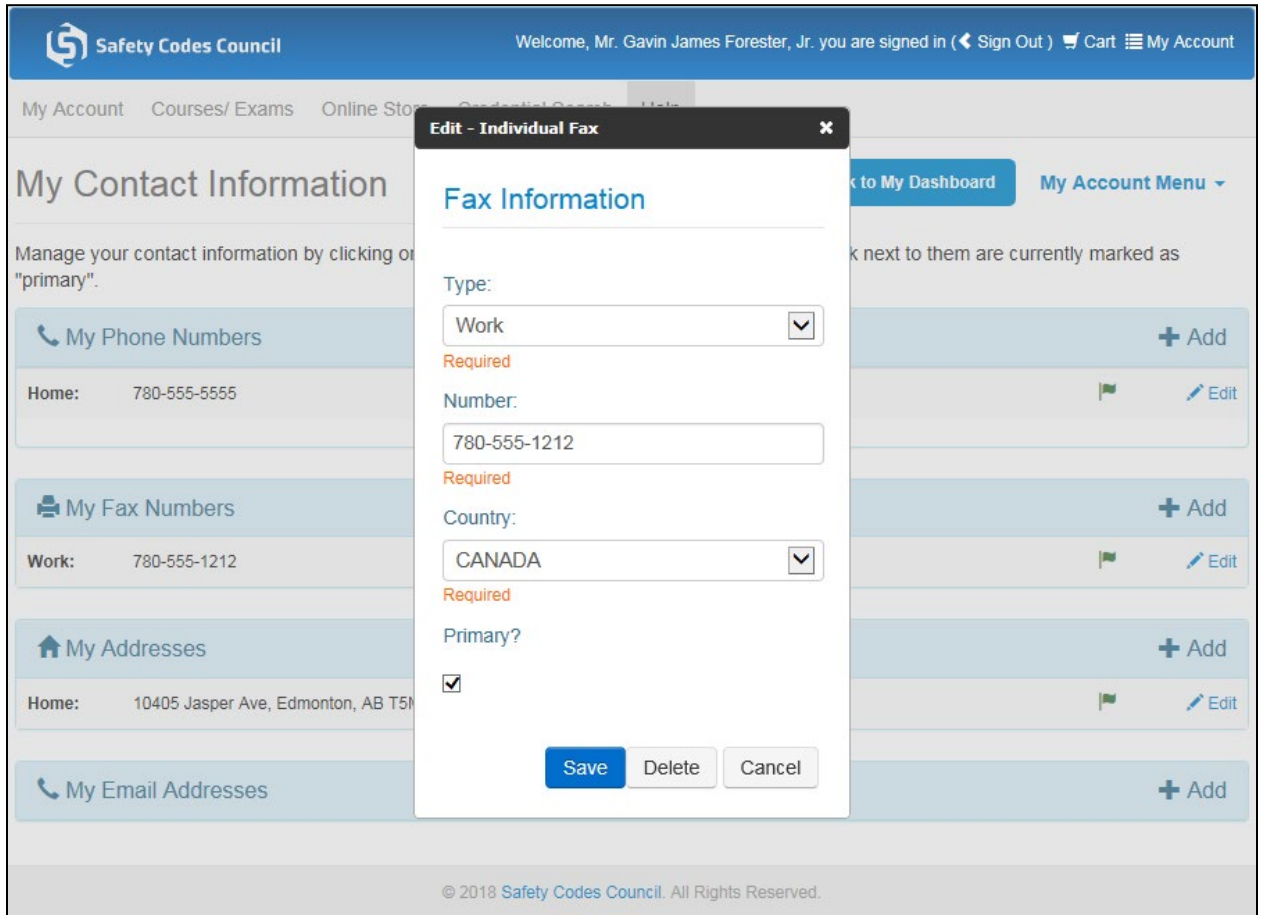
[My Account](#) [Courses/ Exams](#) [Learning Path](#) [Online Store](#) [Credential Search](#) [Help](#)

My Contact Information [Back to My Dashboard](#) [My Account Menu](#) ▾

Manage your contact information by clicking on the appropriate one. The ones with the flag next to them are currently marked as "primary".

- My Phone Numbers** + Add
Home: 7807777777 🚩 Edit
- My Fax Numbers** + Add
Work: 9999999999 🚩 Edit
- My Addresses** + Add
Home: 2405 Oak Road, Edmonton, AB T6C 0L1... 🚩 \$ Edit
- My Email Addresses** + Add
Business: joe@gmail.com 🚩 Edit

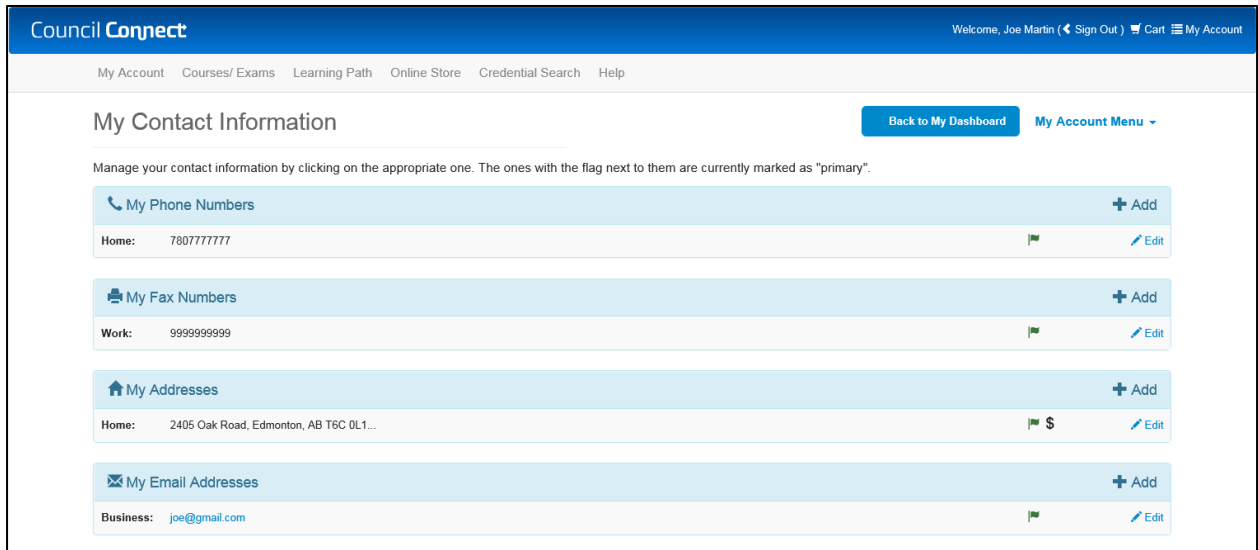
4. From the **My Contact information** page:
 - a. Click the **Edit** Button beside an existing fax number you want to edit
or
 - b. Click the **Add** button to add an additional fax number



The screenshot shows the Safety Codes Council website interface. At the top, the logo and name 'Safety Codes Council' are on the left, and the user's name 'Welcome, Mr. Gavin James Forester, Jr. you are signed in' along with 'Sign Out', 'Cart', and 'My Account' links are on the right. Below the header, there are navigation links for 'My Account', 'Courses/ Exams', and 'Online Store'. The main content area is titled 'My Contact Information' and includes instructions: 'Manage your contact information by clicking on the flag icon next to them are currently marked as "primary".' There are four sections: 'My Phone Numbers', 'My Fax Numbers', 'My Addresses', and 'My Email Addresses'. Each section has a list of entries with 'Home' or 'Work' labels and phone numbers. A modal window titled 'Edit - Individual Fax' is open over the 'My Fax Numbers' section. The modal contains the following fields: 'Type:' with a dropdown menu set to 'Work'; 'Number:' with a text input containing '780-555-1212'; 'Country:' with a dropdown menu set to 'CANADA'; and 'Primary?' with a checked checkbox. At the bottom of the modal are 'Save', 'Delete', and 'Cancel' buttons. The footer of the page reads '© 2018 Safety Codes Council. All Rights Reserved.'

5. From the **Edit – Individual Fax** page enter the following:
 - a. **Type:** home, mobile, or work
 - b. **Number:** phone number and area code
 - c. **Country:** country
 - d. Click **primary** if you wish to make this your main contact number
 - e. Click the **Save** button

My Address







Council **Connect** Welcome, Joe Martin (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

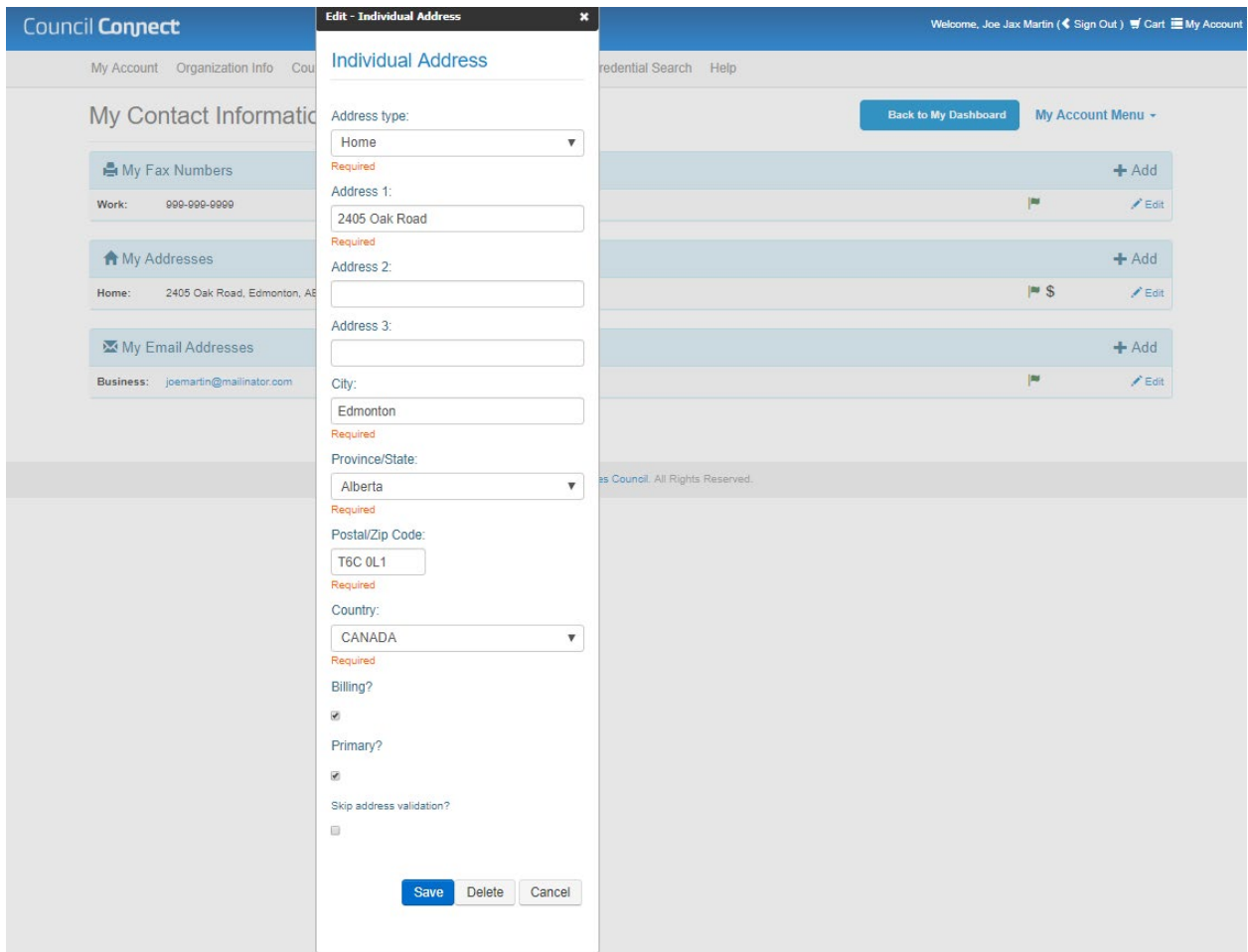
My Contact Information

Back to My Dashboard My Account Menu

Manage your contact information by clicking on the appropriate one. The ones with the flag next to them are currently marked as "primary".

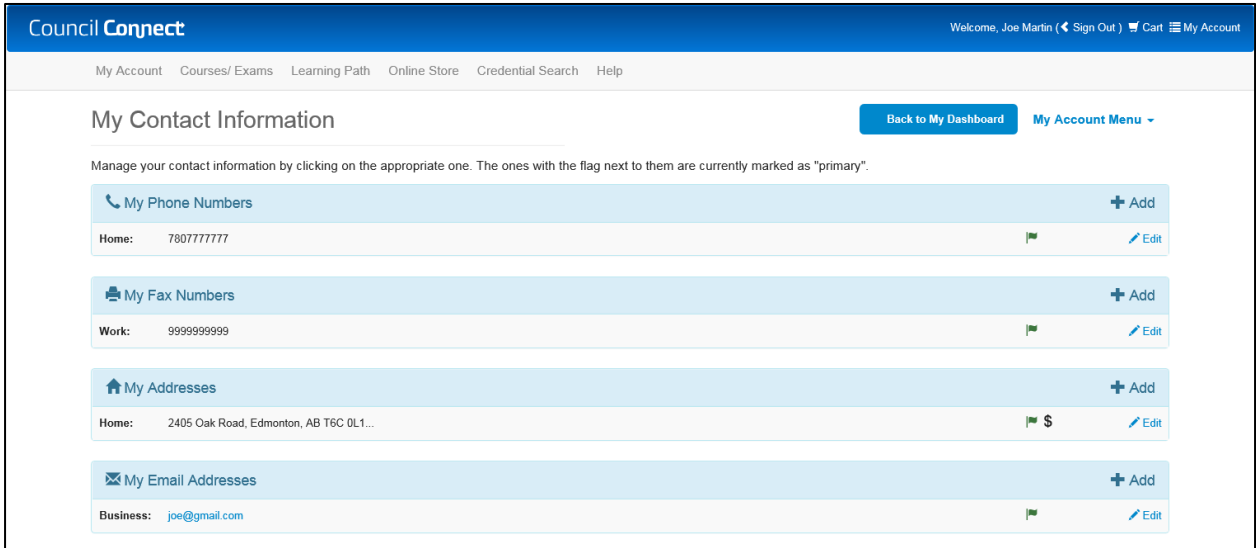
- My Phone Numbers** + Add
 - Home: 7807777777  [Edit](#)
- My Fax Numbers** + Add
 - Work: 9999999999  [Edit](#)
- My Addresses** + Add
 - Home: 2405 Oak Road, Edmonton, AB T6C 0L1...  \$ [Edit](#)
- My Email Addresses** + Add
 - Business: joe@gmail.com  [Edit](#)

6. From the **My Contact information** page:
 - a. Click the **Edit** Button beside an existing address you want to edit
or
 - b. Click the **Add** button to add an additional address



7. From the **Individual Address** page enter the following:
 - a. **Address Type:** home, billing, work, or other
 - b. **Address:** enter address using one of the formats below
 - i. 500 – 10405 Jasper Ave NW
 - ii. PO Box 2 STN A
 - iii. RR 6 STN MAIN
 - c. **City:** city, town or village
 - d. **Province/State:** province or territory
 - e. **Postal/Zip Code:** postal code (using the format letter-number-letter-space-number-letter-number)
 - f. **Country:** select country you would like associated with the address
 - g. Click **Billing** if this is the address you would like your invoices associated with.
 - h. Click **Primary** if you wish to make this your main address for receipts and shipping purposes
 - i. Click the **Save** button

My Email Address



Council **Connect** Welcome, Joe Martin (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store Credential Search Help

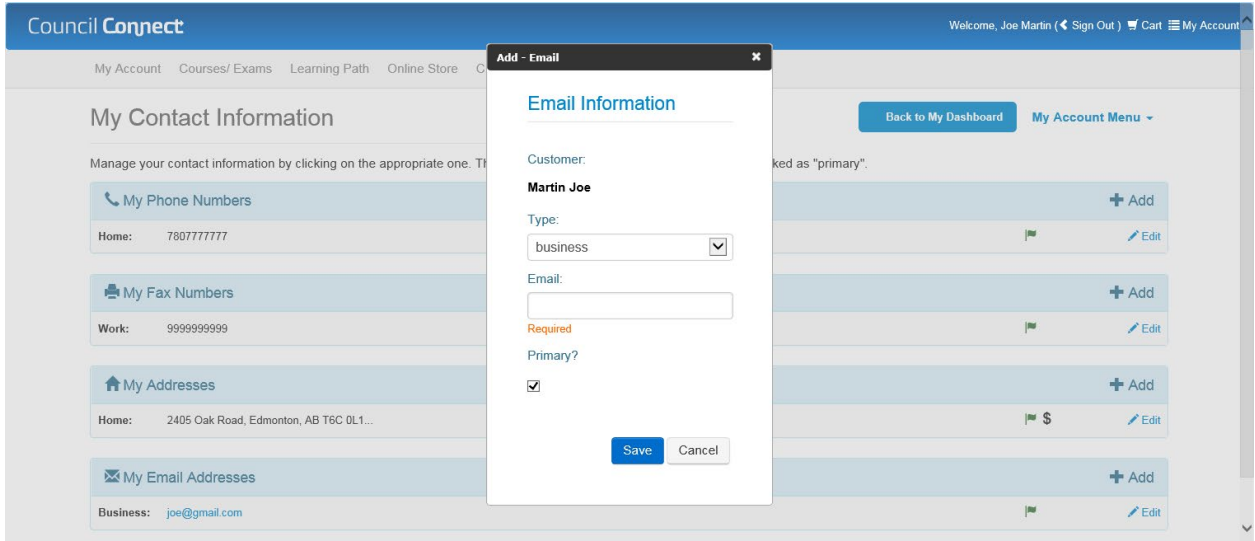
My Contact Information

Back to My Dashboard My Account Menu

Manage your contact information by clicking on the appropriate one. The ones with the flag next to them are currently marked as "primary".

- My Phone Numbers** + Add
 - Home: 7807777777 [Primary] [Edit]
- My Fax Numbers** + Add
 - Work: 9999999999 [Primary] [Edit]
- My Addresses** + Add
 - Home: 2405 Oak Road, Edmonton, AB T6C 0L1... [Primary] [Edit]
- My Email Addresses** + Add
 - Business: joe@gmail.com [Primary] [Edit]

8. From the **My Contact information** page:
 - a. Click the **Edit** Button beside an existing email address you want to edit
or
 - b. Click the **Add** button to add an additional email address



Council Connect

Welcome, Joe Martin (Sign Out) Cart My Account

My Account Courses/ Exams Learning Path Online Store

My Contact Information

Manage your contact information by clicking on the appropriate one. The

My Phone Numbers

Home: 7807777777

My Fax Numbers

Work: 9999999999

My Addresses

Home: 2405 Oak Road, Edmonton, AB T6C 0L1...

My Email Addresses

Business: joe@gmail.com

Back to My Dashboard My Account Menu

ked as "primary".

Customer: **Martin Joe**

Type: business

Email:

Required

Primary?

Save Cancel

+ Add Edit

+ Add Edit

+ Add Edit

+ Add Edit

9. From the **Add - Email** page enter the following:
 - a. **Type:** business or personal
 - b. **Email:** enter a valid email address
 - c. Click **primary** if you wish to make this your main email

Note: If you add a new or edit primary email, you must use that email to log into Council Connect.

 - d. Click the **Save** button