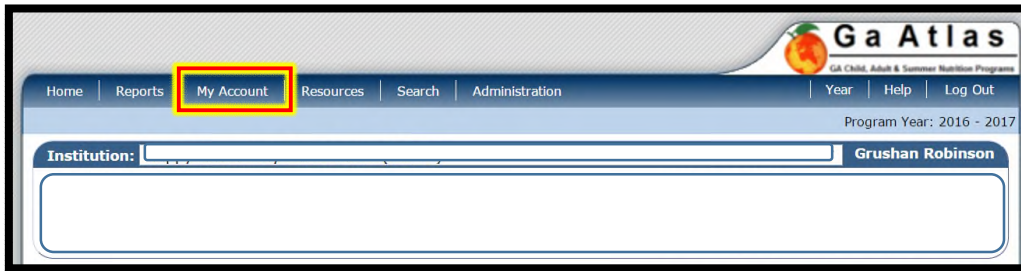


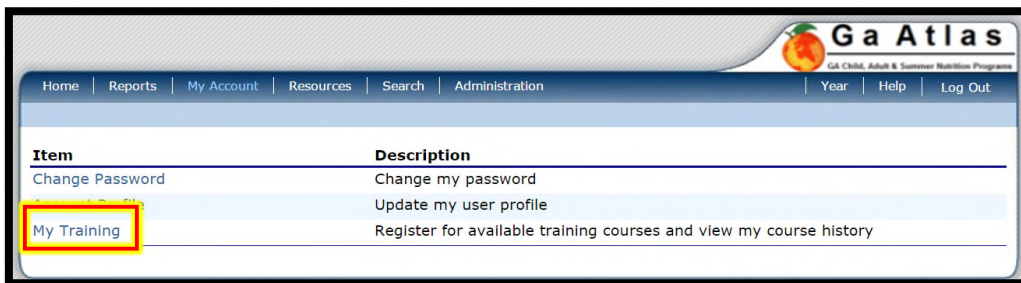
How to Update the Training Contact Information

On the *Dashboard*, from the **Blue Menu Bar**, select **“My Account.”**



The screenshot shows the Ga Atlas dashboard. The top navigation bar includes 'Home', 'Reports', 'My Account', 'Resources', 'Search', and 'Administration'. The 'My Account' link is highlighted with a red box. Below the navigation bar, the 'Institution' field is set to 'Grushan Robinson'.

Next, select **“My Training.”**

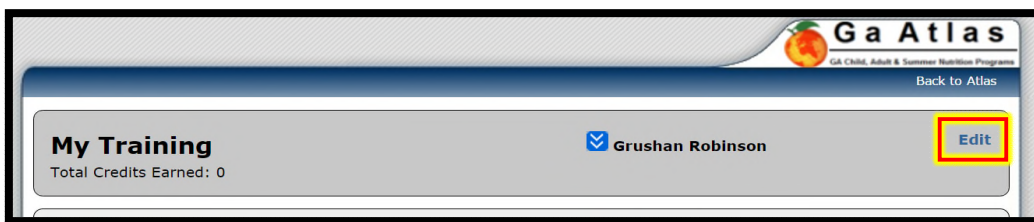


The screenshot shows the 'My Training' page. A table lists training options:

Item	Description
Change Password	Change my password
	Update my user profile
My Training	Register for available training courses and view my course history

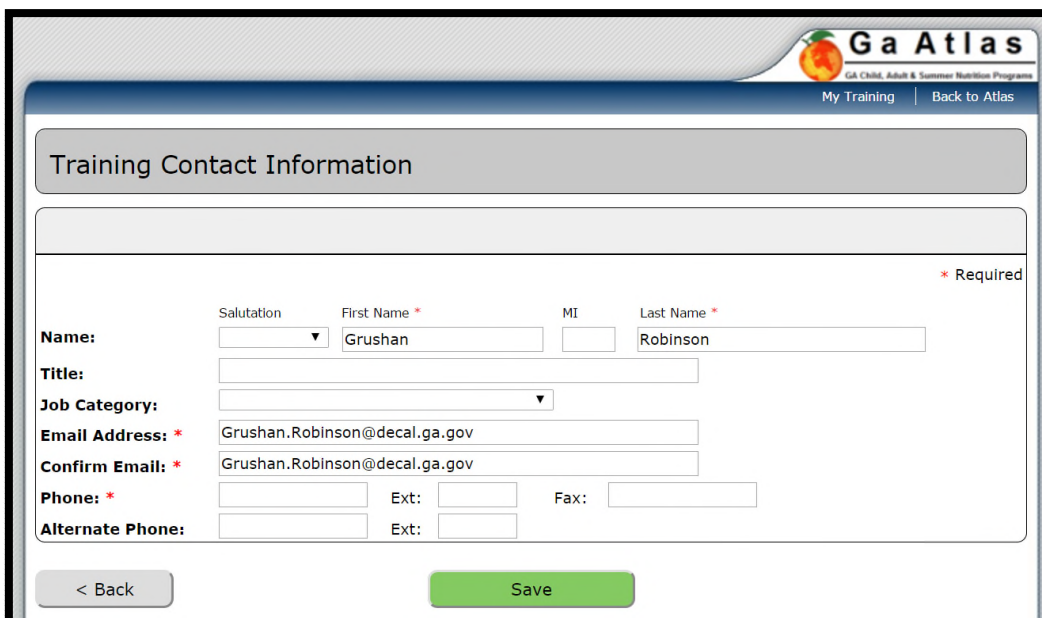
The 'My Training' link in the first column is highlighted with a red box.

Select **“Edit”** in the right corner.



The screenshot shows the 'My Training' page. The user's name 'Grushan Robinson' is displayed. An 'Edit' button is highlighted with a red box in the top right corner.

Lastly, complete **all** listed fields. Then select **“Save.”**



The screenshot shows the 'Training Contact Information' form. The form includes the following fields:

- Name:** Salutation (dropdown), First Name (Grushan), MI (dropdown), Last Name (Robinson)
- Title:** (text input)
- Job Category:** (dropdown)
- Email Address:** (Grushan.Robinson@decal.ga.gov)
- Confirm Email:** (Grushan.Robinson@decal.ga.gov)
- Phone:** (text input), Ext: (text input), Fax: (text input)
- Alternate Phone:** (text input), Ext: (text input)

A red asterisk indicates required fields. At the bottom, there are '< Back' and 'Save' buttons.