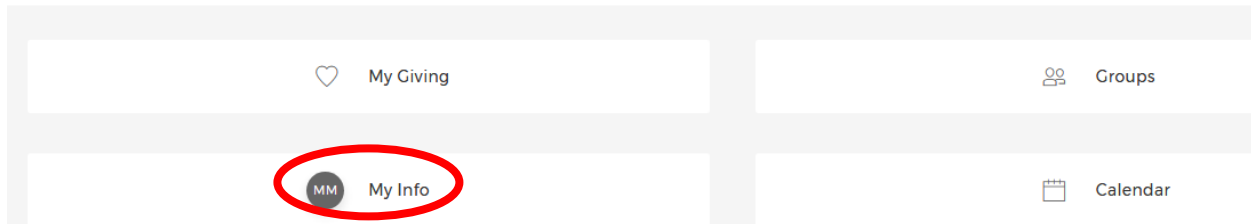


Article – My Info in Shelby Next

This article will provide you with more information on what is contained in MY INFO.

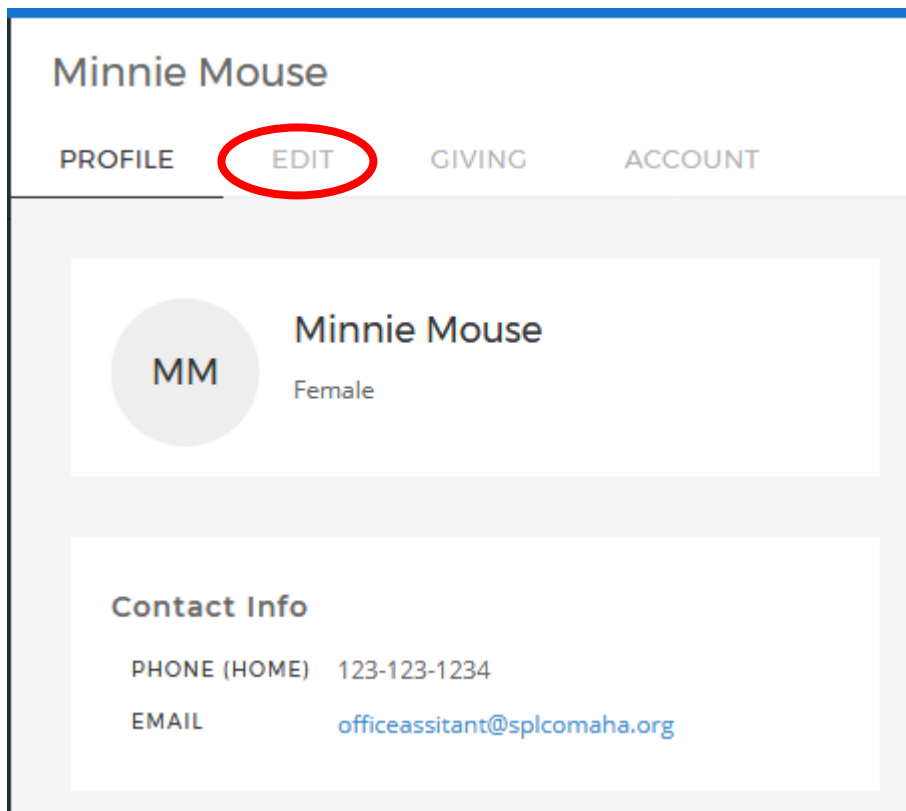
After logging in, the following window will open. Click on MY INFO

Hello, Minnie!



This window opens. Note that you are on the PROFILE screen.

Review the information listed here. If any information needs to be changed, click on EDIT



The following window will open:

▼ **Personal**

FIRST NAME

Minnie

PREFERRED NAME

LAST NAME

Mouse

▼ **Contact Info**

HOME PHONE

123-123-1234

Format: 123-123-1234

PRIMARY EMAIL

officeassitant@splcomaha.org

CELL PHONE

Format: 123-123-1234

SECONDARY EMAIL

WORK PHONE

SAVE

Type in the information that you wish to change/add. For example, if you wish to add your cell phone number, type the number in the CELL PHONE field.

When finished making the changes, click on SAVE.

The information will not change immediately. The changes will not take effect immediately as the Admin Office will verify and approve the changes.