User Profile / Update Contact Information

By clicking on your name at the top right of the screen, you will be able to access your user profile. Your contact details will display. Click the **"Manage"** tab on the left navigation menu to do the following:

Edit your **Basic Information**

- Title
- Organization
- Email
- Phone Number(s)
- Supervisor *(must be GMS User)*

- Address
- Change Password
- Set out of Office Back-up User
- Set Email Notifications
- Change Profile Picture

If you need to change your name, please submit a support ticket. If you have changed organizations, you will need to register for access from the GMS login page, or submit a new DSA for your new organization.