

Dynamic Forms: Update User Profile Information

Summary

Instructions to assist in updating the profile information for your Dynamic Forms account. The updating options include your User Name, First and Last Name, E-mail Address, Cell Phone Number, and Security Question.

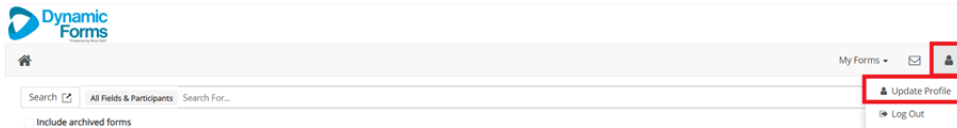
Body

STEP 1

Log into your dashboard.

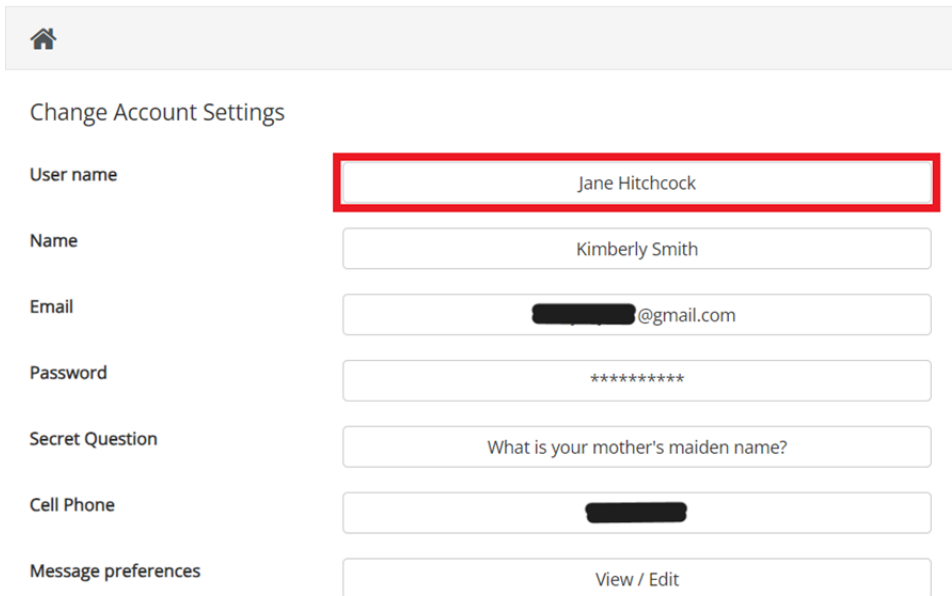
STEP 2

Select the User icon to expand the drop-down selections. Click on the **Update Profile** option. Proceed to the desired update option(s) displayed in the below sections. *Options include the updating of User Name, First and Last Name, E-mail Address, Cell Phone Number, and Security Question.*



Update User Name

1. To update the user name associated with your account, select the edit button next to where your user name is displayed.

A screenshot of the 'Change Account Settings' page. The page has a header with a home icon and the title 'Change Account Settings'. Below the title is a list of settings. The 'User name' field is highlighted with a red box and contains the text 'Jane Hitchcock'. Other settings include 'Name' (Kimberly Smith), 'Email' (redacted @gmail.com), 'Password' (*****), 'Secret Question' (What is your mother's maiden name?), 'Cell Phone' (redacted), and 'Message preferences' (View / Edit).

2. Enter your desired new user name and confirm the update by entering your password that you log into your account with.

3. Once you have made the necessary change, select the **Update User Name** button to save the change.

Update Username

User Name

Password

Update User Name

Update Name

1. To update the name associated with your profile, select the edit button next to where your name is displayed. The name that is displayed in this button, has to match the name you type for your e-Signature on all applications.

Change Account Settings

User name	Jane Hitchcock
Name	Kimberly Smith
Email@gmail.com
Password	*****
Secret Question	What is your mother's maiden name?
Cell Phone
Message preferences	View / Edit

2. Enter your desired First Name and Last Name and confirm the update by entering your password that you log into your account with.

3. Once you have made the necessary change, select the **Update Name** button to save the change.

Update Name

First Name

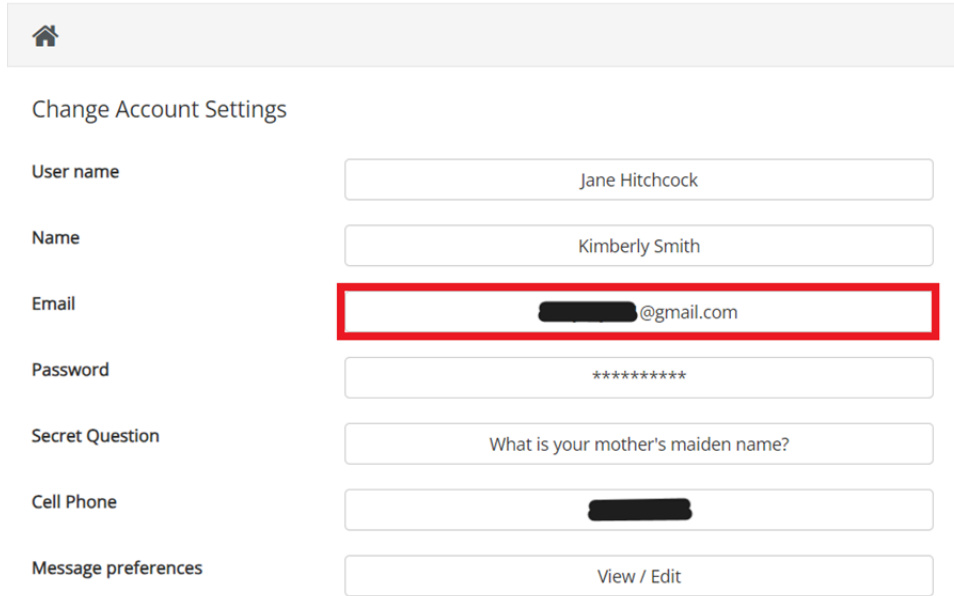
Last Name

Password

Update Name

Update Email

1. To update the email associated with your account, select the edit button next to where your e-mail address is displayed. The e-mail that is displayed in this button, is the e-mail address used to log into your dashboard/account.



Change Account Settings

User name	Jane Hitchcock
Name	Kimberly Smith
Email	[REDACTED]@gmail.com
Password	*****
Secret Question	What is your mother's maiden name?
Cell Phone	[REDACTED]
Message preferences	View / Edit

2. Enter your desired new e-mail address and confirm the update by entering the password that you log into your account with. This will be the email that you enter to log into your dashboard/account with going forward.

3. Once you have made the necessary change, select the **Update Email** button to save the change.



Update Email

Email

[REDACTED]@gmail.com

Password

[REDACTED]

Update Email

Update Cell Phone

1. To update your cell phone number associated with your account, select the edit button next to where your cell phone number is displayed. The cell phone number can be used if you change your preferences within your profile to receive text message notifications rather than the default preference of e-mail notification.



Change Account Settings

User name	<input type="text" value="Jane Hitchcock"/>
Name	<input type="text" value="Kimberly Smith"/>
Email	<input type="text" value="██████████@gmail.com"/>
Password	<input type="password" value="*****"/>
Secret Question	<input type="text" value="What is your mother's maiden name?"/>
Cell Phone	<input type="text" value="██████████"/>
Message preferences	<input type="button" value="View / Edit"/>

2. Enter your desired new phone number and confirm the update by entering the password that you log into your account with.

3. Once you have made the necessary change, select the **Update Phone Number** button to save the change.

Update Cell Phone

Phone Number

Password

Code

Update Security Question

1. To update the secret question associated with your account, select the edit button next to where your secret question is displayed. The secret question will be asked each time you log into your account and you will be required to enter the answer associated with your secret question.



Change Account Settings

User name	Jane Hitchcock
Name	Kimberly Smith
Email	██████████@gmail.com
Password	*****
Secret Question	What is your mother's maiden name?
Cell Phone	██████████
Message preferences	View / Edit

2. Select the desired new secret question and corresponding answer, then confirm the update by entering the password that you log into your account with.
3. Once you have made the necessary change, select the **Update Secret Question** button to save the change.

Update Secret Question

Secret Question

What is your mother's maiden name? ▾

Secret Answer

Password

Update Secret Question

Related Articles

Related Articles (4)

Dynamic Forms: Creating Your Account
Watch a short how-to video that will guide you in creating a new account

Dynamic Forms: Logging into the Dashboard and Dashboard Navigation
Watch a short how-to video to log into your dashboard and navigate the various views of the dashboard -- submitted applications (Forms History) and applications that require your review and signature (Pending / Draft Forms)

HS Dual Enrollment Application or Fast Track Activation: Updating & Changing Co-Signer
Instructions to assist in updating the Parent and/or the High School Official email address, first name, and last name. Also included are instructions to re-send email notifications to the parent and/or the High School Official.

Waiver: Exceeding the HSDC Credit Hour Threshold
Watch a short how-to video that provides guidance on the additional approvals required when a student exceeds the 10 credit hour threshold for High School Dual Credit coursework. The additional approvals are required from the student, parent, and high school official for the waiver that is now embedded into the application.

Related Services / Offerings

Related Services / Offerings (1)

High School Dual Enrollment Support

Use this service to submit support and troubleshooting requests for the High School Dual Enrollment application and program.