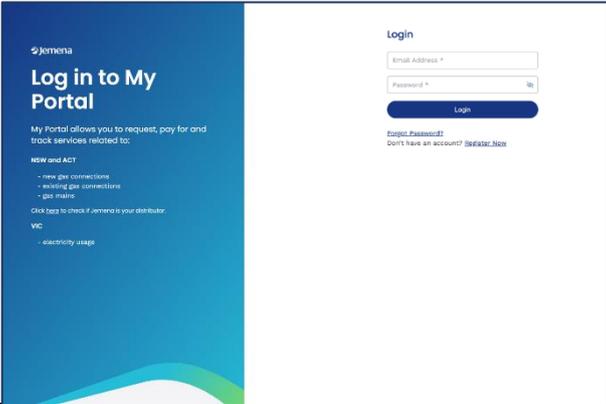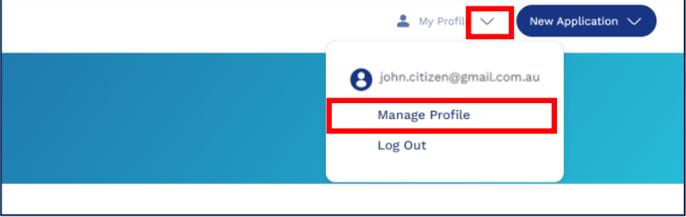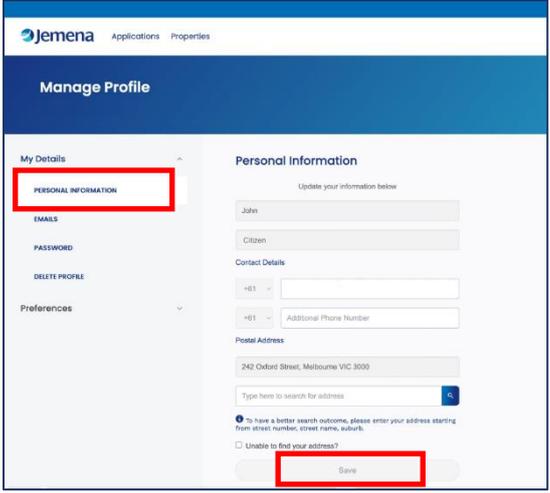# My Portal Cheat Sheet

Managing your My Portal Account

Step	Screenshot
1. Let's look at how to change your login, contact details and notification preferences using My Profile.	
2. Once you are logged in, on your dashboard, click on the arrow next to My Profile (top right of screen) and select Manage Profile.	
3. You will see a navigation pane on your left, listing all the tabs for your details. Select the **PERSONAL INFORMATION** tab to update your contact details then, click **Save.**	

4. If your login email has changed, you can replace it in the **EMAILS** tab. Then, click **Save**.	
5. You can also change your current password in the **PASSWORD** tab, then, click **Save.**	
6. Finally, by clicking on the **PREFERENCES** tab, My Portal allows you to update your preferences for receiving notifications from us.	