

Editing myProfile Account Information

Account Profile Updates (alternate email, title, department, campus/location)

Any user who needs to update their account profile information can do so themselves directly from the 105-045e home page. They will need to select the Edit My Profile option and with a few exceptions can update most of their profile information. For those fields that are grayed out and unable to change they can either email or call the IT Help Desk requesting specific fields to be updated. This includes, but is not limited to; Faculty, Staff, Adjuncts and Part Time Employees.

- From the 105-045e home page (<https://eforms.nvcc.edu/formslibrary/Home.aspx>) click the Edit My Profile option and update any and all accessible fields. In some cases the updates may take until the following day to replicate.
- For those fields that are not accessible the user can call (703-426-4141) or email the IT Helpdesk (ithelpdesk@nvcc.edu) and request those additional updates or all updates if they would prefer.

Name Change

All users requesting name changes **MUST** first complete their name change with Human Resources (check with HR for their current policy/requirements for name changes). After completing name change with HR, please submit the online 105-045e requesting an update to your affected NOVA accounts. This includes, but is not limited to: Faculty, Staff, Adjuncts and Part Time Employees.