

## **How-To Edit myProfile Information**

Login to [myProfile](#) using your NOVA LAN account username and password. This is the same login you use when starting your computer

### **Section I – HRMS Job Records**

This section reflects your HRMS job records. If there are changes to this list, please contact Human Resources at (703) 323-3110 for further assistance.

### **Section II – POSITION**

1. Under “Position” section, please verify the information provided. If you are unsure of your working title, please talk with your immediate supervisor. If you would need to change your title, your supervisor must do it for you.
2. Please choose from the dropdown menu to select your Division and Department if not selected. (\*Try selecting your Division first then selecting your Department from the dropdown menu incase nothing is showing for the department field)
3. You must click “Save Position Changes” to save any information that you have changed.

### **Section III - LOCATION**

1. Under “Location” section, please update all three fields as they are required.
2. Select your Campus and building from the dropdown menu if not selected.
3. Enter your room/office number if missing from the field
4. You must click “Save Location Changes” to save any information that you have changed.

### **Section IV - Distribution Lists**

If you wish to receive "Faculty and Staff" email notifications from other campuses, please select those campuses here.

Please note that changes made to distribution lists will become effective the following day.

### **Section V - TELEPHONE NUMBERS**

Under “Telephone number” section, please update office and personal phone numbers. If you do not have a mobile number, you may choose to use your home phone number or click the checkbox if you don’t have one.

You must click “Save Telephone Changes” to save any information that you have changed.

## **Section VI - DIRECT REPORTS**

This section reflects your direct reports. For Supervisors: Here is where you can update your staff’s title. Select them from the list and click on “Edit User” button to update.

You must click “Save Title Changes” to save any information that you have changed.