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# Profile Settings

The Profile Settings page allows you to edit or update your personal information. Your profile settings page was created when you first registered for a CareerPortal account. If you account was created for you, then review your profile settings information to make updates where fit. You can view and update your profile settings at any time.

## View and update your profile settings

Edit the following fields at any time.

| Field | Description |
|---|---|
| **First Name** | Edit your first name. You can also change your first name on individual applications, if needed. |
| **Last Name** | Edit your last name. You can also change your last name on individual applications, if needed. |
| **Select a Username** | Edit the user name that you use to sign into CareerPortal. |
| **Password** | Type your password.<br>Requirements:<br>Between 16 and 46 characters. Must include at least one of each of the following character types:<br>•<br>Uppercase letters (A–Z)<br>•<br>Lowercase letters (a–z)<br>•<br>Numbers (0–9)<br>•<br>At least one allowed special character<br>**Note**: Leave this field and the Confirm Password field blank if you do not want to change your password. |
| **Confirm Password** | Retype the password. |

#### Contact Information

| Field | Description |
|---|---|
| **Email Address** | Update your password if it is different from the one listed. |
| **Email Confirmation** | Send an email confirmation message to the email address typed into the **Email Address** field. |
| **Primary Phone** | Type your primary phone number. |
| **Secondary Phone** | Type your secondary phone number. |

#### Account Recovery

| Field | Description |
|---|---|
| **Security Question** | Type a hint question. This question will be used to reset your password should you forget it. |
| **Security Answer** | Type your hint question response. |

| Field | Description |
|---|---|
| **Cancel** | Cancel and return to the previous page. |
| **Save** | Save your work. |

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Permanent link:
**https://help.ascendertx.com/careerportal/doku.php/profilesettings?rev=1487082837**

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