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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 an account was created for you, then review your profile settings information to make updates where necessary. You can view and update your profile settings at any time.

Basic Navigation See Navigation and Search for more information about basic navigation and search options on the page.

View and update your profile settings

You can 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. Requirements: Between 16 and 46 characters. Must include at least one of each of the following character types: • Uppercase letters (A–Z) • Lowercase letters (a–z) • Numbers (0–9) • At least one allowed special character **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. The Email Confirmation page is displayed indicating that a confirmation has been sent or that your email address has been confirmed.
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
Save	Save your work.
Cancel	Cancel and return to the previous page.

From:
https://help.ascendertx.com/careerportal/ - **CP**

Permanent link:
https://help.ascendertx.com/careerportal/doku.php/profilesettings?rev=1574271078

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