Editing Your Profile Data Tip Sheet

This tipsheet was created for users of the CALP database.

Use this tipsheet to learn about:

- Checking your profile
- Updating your profile
- Changing your password
- Updating your organization

Checking your profile

If you use the database Sandbox as well as your organization's database, it's important to make sure you are logged into the correct account whenever you log into the database. One way to check this is through your user profile. To check your profile, follow these steps:

Locate your name at the top of the screen

Click the arrow beside your name and select Edit Profile
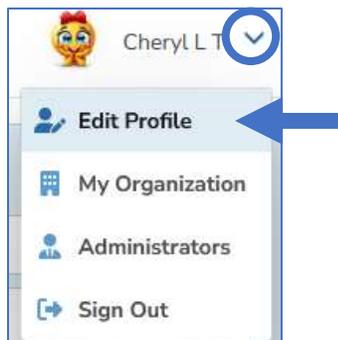
This step is very important. Check the Last Name field.

If your last name is **Sandbox**, you are in the database sandbox. Use this site to learn more about navigating and entering data into the database. Do **not** enter any actual learner data while you are logged in here.


If you see **your own** last name, you are in the data entry side of the database. Anything you enter while logged in here will become part of your organization's records.

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Note: the email address in your profile is the address for 2FA. It may be the same for your organizational login and the sandbox, so is not a good indicator of which account you are in.

Updating your profile

From time to time you may need to update information in your profile.

If you have a database Sandbox account, please reach out using the How Can We Help form on the Dashboard. A member of the database team will reach out to help you.
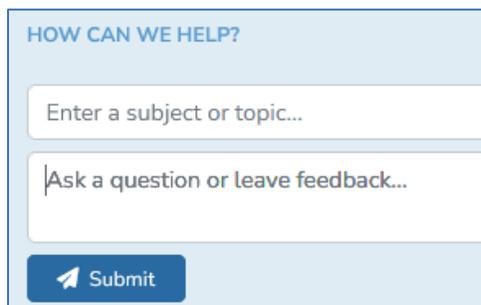
HOW CAN WE HELP?
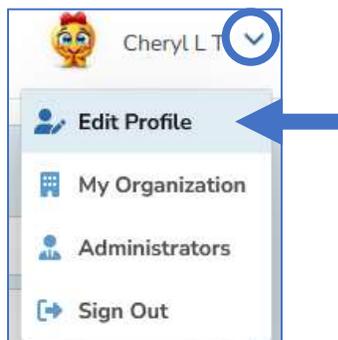
Enter a subject or topic…

Ask a question or leave feedback…

✈ Submit

If you do not have a Sandbox account, follow these steps:

Locate your name at the top of the screen

Click the arrow beside your name and select Edit Profile

Cheryl L T ⌄

👤 **Edit Profile** ⬅

🏢 My Organization

👤 Administrators

→ Sign Out

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COMMUNITY ADULT
LEARNING PROGRAM

Community
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Network

calp.ca

Fill in/change any relevant fields

Picture

Remove / Replace

JPG

First Name (Required)

Cheryl L|

Last Name (Required)

Tester

Email (Required)

database@calp.ca

Password
Leave blank to keep your current password

Title

Company

CLN

Phone #

Yes Active?

Submit   Cancel

You may want to upload a picture/your organization's logo for easy identification. This is especially helpful if you also have a Sandbox account.

Leave the password field blank unless you want to change it

Make sure the Active? button is turned on

Click submit to save any changes

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Changing your password

Changing your password is important to keep your data secure. The **first** time any user logs into your database account they should change their password.
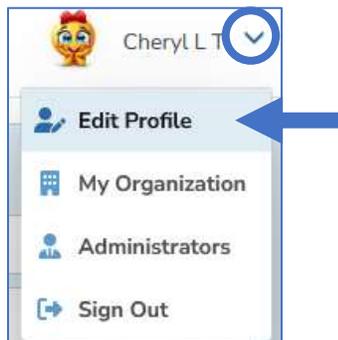
If you have a database Sandbox account, please reach out using the HOW CAN WE HELP form on the Dashboard. A member of the database team will reach out to help you.
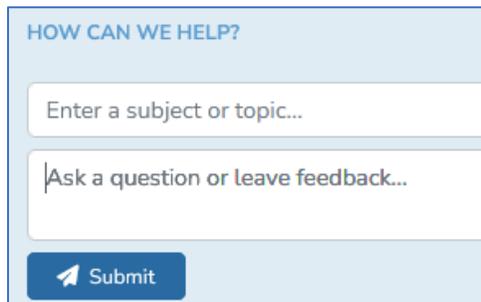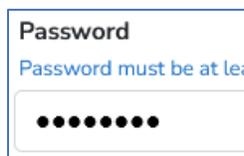
If you do not have a Sandbox account, follow these steps:
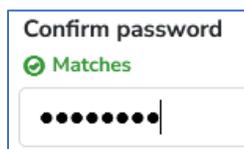
Locate your name at the top of the screen

Click the arrow beside your name and select Edit Profile
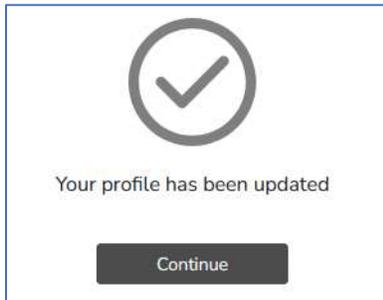
Type your new password

The Confirm Password box will pop up. Re-type your new password

When the passwords match, the green checkmark and "Matches" pops up

Click Submit

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You will see a confirmation screen. Click Continue to finish the process

Your profile has been updated

Continue

Note: this will **not** close the profile window. The password field will be blank, **do not** change it (leave it blank to keep the new password you just set)

Password
Leave blank to keep your current password

Click any database menu tab to continue (i.e. Dashboard)

Dashboard
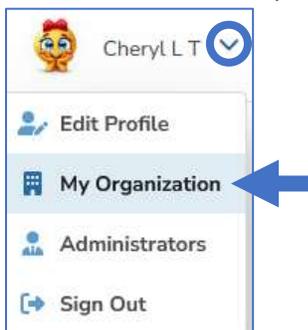Learning Opportunities
Learners
Registrations
Instructors
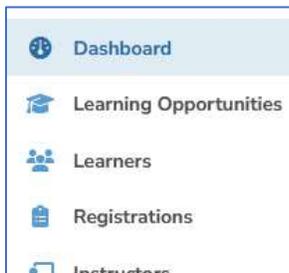
Updating your organization

If you use the database Sandbox as well as your organization's account, it's important to check your profile before entering any data.

Locate your name at the top of the screen

Click the arrow beside your name and select My Organization

Cheryl L T
Edit Profile
My Organization
Administrators
Sign Out

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Check the organization name

Name (Required)

Anytown CALP

If you see Anytown CALP, you are in the **Sandbox**. Use this site to learn more about navigating and entering data into the database. Do **not** enter any actual learner data while you are logged in here.

Name (Required)

Adult Learning Centre

If you see your own organization's name, you are in the **data entry side** of the database. Anything you enter while logged in here will become part of your organization's records.

Once you have determined you are in your own organization's database, fill in/change any relevant fields in the organization profile.

Name (Required)

Anytown

Logo (Required)

☐ Replace

CALP
JPG

Contact Name

C. E. Tester

Correspondence Email

anytowninfo@calpmail.com

Organization Address

4th Avenue

Address Line 2

South of Main Street

City

Click Submit when you're finished to complete the update.

Submit

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