

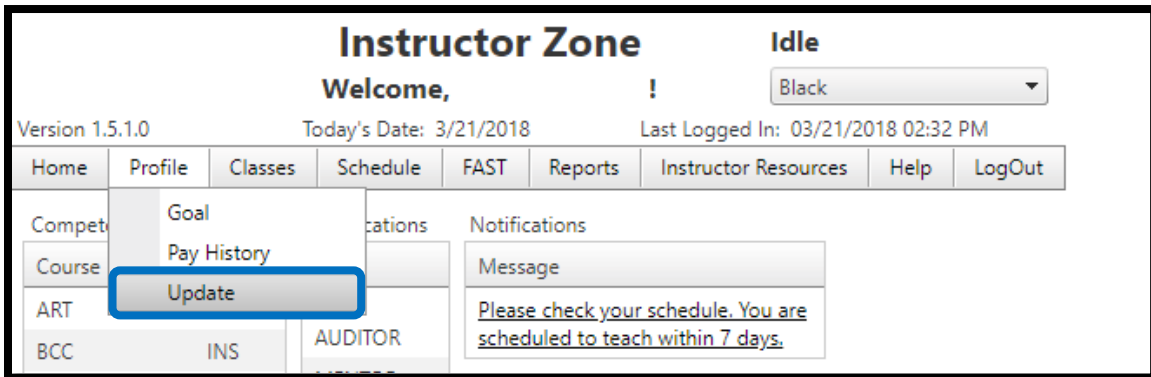
Instructor Zone Profile – Update Personnel Profile

In this guide you will learn how to Update your personnel profile.

When you have a change in any of the items below, you will need to update your personnel profile in the Instructor Zone and email the **STAR Staff** (starstaff@IdahoSTAR.org):

- Address
- Email
- Phone Number

To update your information, hover over the Profile tab and click on Update from the drop-down menu.



A screen will appear that has your personal information listed. To change any information, simply click into the text box and delete the old information and type in the new information. Click the Update button to save your changes.

The screenshot shows the "Profile Update" form. It has fields for Name, Instructor ID, Agency ID, Username, and Payee Name. There are checkboxes for "List" and "Email" under "Directory". The "Address 1" section is highlighted with a blue circle. It includes fields for Address 1, City (Boise), State (ID), and Zip Code (83709). There are also fields for Email, Day Phone, Cell Phone, and Shirt Size (MD). Under "Signup Preferences", there are checkboxes for "Filtered" (WD, WE, Morning, Afternoon, Night) and "Not filtered" (Double: 1 Day AM/PM, Travel). The "Home Zone" section shows "1 BOISE". An "Update" button is at the bottom.

Hint: The text box you are in will turn blue.

This screenshot is a zoomed-in view of the "Update" button area. The "Update" button is highlighted with a red box. A red callout box says "Click the Update button to save your changes!". The background shows the "Signup Preferences" section with checkboxes for "Filtered" (WD, WE, Morning, Afternoon, Night) and "Not filtered" (Double: 1 Day AM/PM, Travel). The "Home Zone" section shows "1 BOISE".

Other Options and Information in This Area

Instructor Zone

Welcome, ! Idle

Version 1.5.1.0 Today's Date: 3/21/2018 Last Logged In: 03/21/2018 02:32 PM

Home | Profile | Classes | Schedule | FAST | Reports | Instructor Resources | Help | LogOut

Home > Profile Update

Directory: If you check the box in front of "List," you will be shown in the Instructor Directory. This information is never released to the public and helps everyone to work better as a team.

Staff Category: This is your Instructor Status. It can be any of the following:

- ★ INS: Instructor
- ★ MTR: Mentor
- ★ APP: Apprentice
- ★ INT: Intern

Directory:

List Email

Staff Category

MTR

Address 1

Address 2

City

State

Zip Code

Signup Preferences: These are the times and days that you prefer to work a class.
IMPORTANT: To see all available classes when searching for teaching assignments, all boxes must have a check in the Filtered box. If Filtered boxes are not checked, you will not be able to see the available teaching assignments.

Signup Preferences

Filtered

WD (Weekday)

WE (Weekend)

(Morning)

(Afternoon)

(Night)

Not filtered

Double: 1 Day AM/PM

Travel

Home Zone

1 BOISE

Home Zone: This is the site that you live closest to. You should only have one Home Zone listed. Your Home Zone is assigned based on the distance from your home address to the closest training site.
NOTE: If your address changes and you move closer to another site, the **STAR** Staff will reassign your Home Zone.

Click the Update button to save your changes.

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