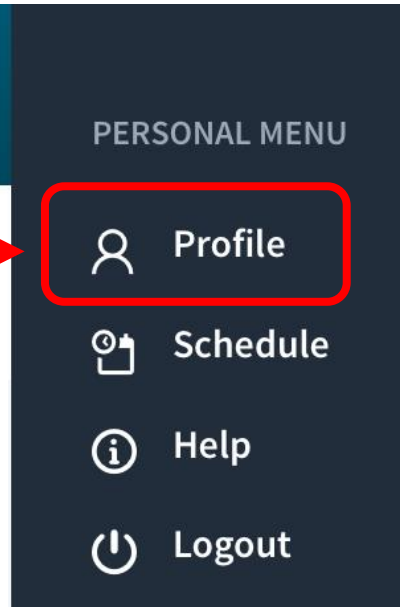# How to Access your Profile

1 Access your **personal profile** via the **colored bar** in the top right hand corner.
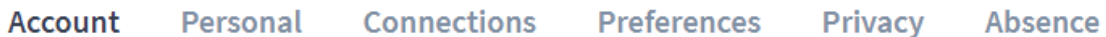
John

Click on your **Name or Photo**. A tool bar will appear on the right. Click on **Profile**.

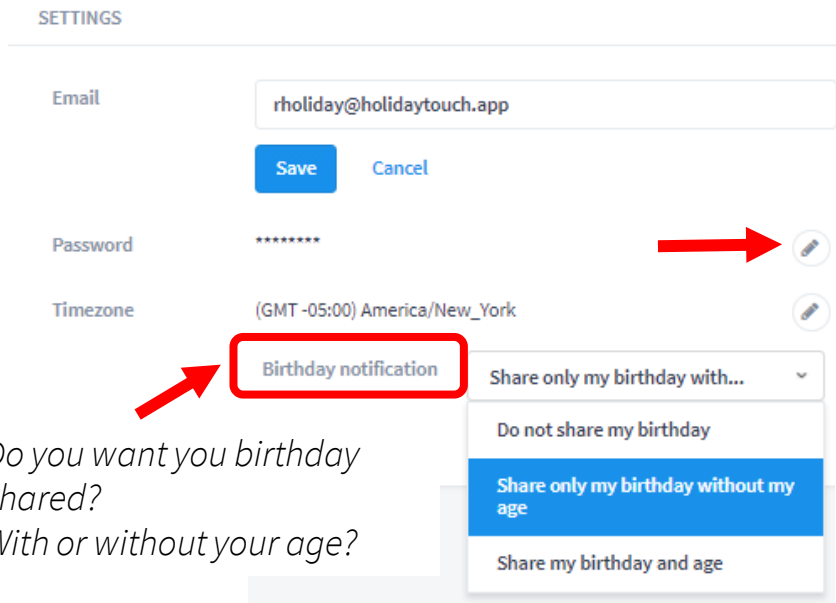PERSONAL MENU

A **Profile**

⌚ Schedule

ⓘ Help

⏻ Logout

2 In your profile, you can **edit** your profile information. The **pencil icon** is an indication that the information can be **modified**.

The profile is split into 6 tabs – the essential ones are **Account** and **Personal**.

Account   Personal   Connections   Preferences   Privacy   Absence

SETTINGS

3 In **Account**, edit your basic settings such as **Email** and **Password**.

Email   rholiday@holidaytouch.app

Save   Cancel

Always remember to **SAVE** any changes!

Password   ********

You may also update your birthday sharing settings.

Timezone   (GMT -05:00) America/New_York

Do you want you birthday shared?
With or without your age?

Birthday notification

Share only my birthday with...

Do not share my birthday

Share only my birthday without my age

Share my birthday and age

4 In the **Personal** tab, add or update your personal information such as your birthday, profile picture, etc. Add your biography in 'More about me.'

This is visible in the directory unless you change the setting in the Privacy tab.

More about me (Public)

Born and raised in Southern California - I was a school teacher then principal in the Bay Area.

I met my wife Colleen in college, and we have 3 wonderful children and 8 grandchildren.