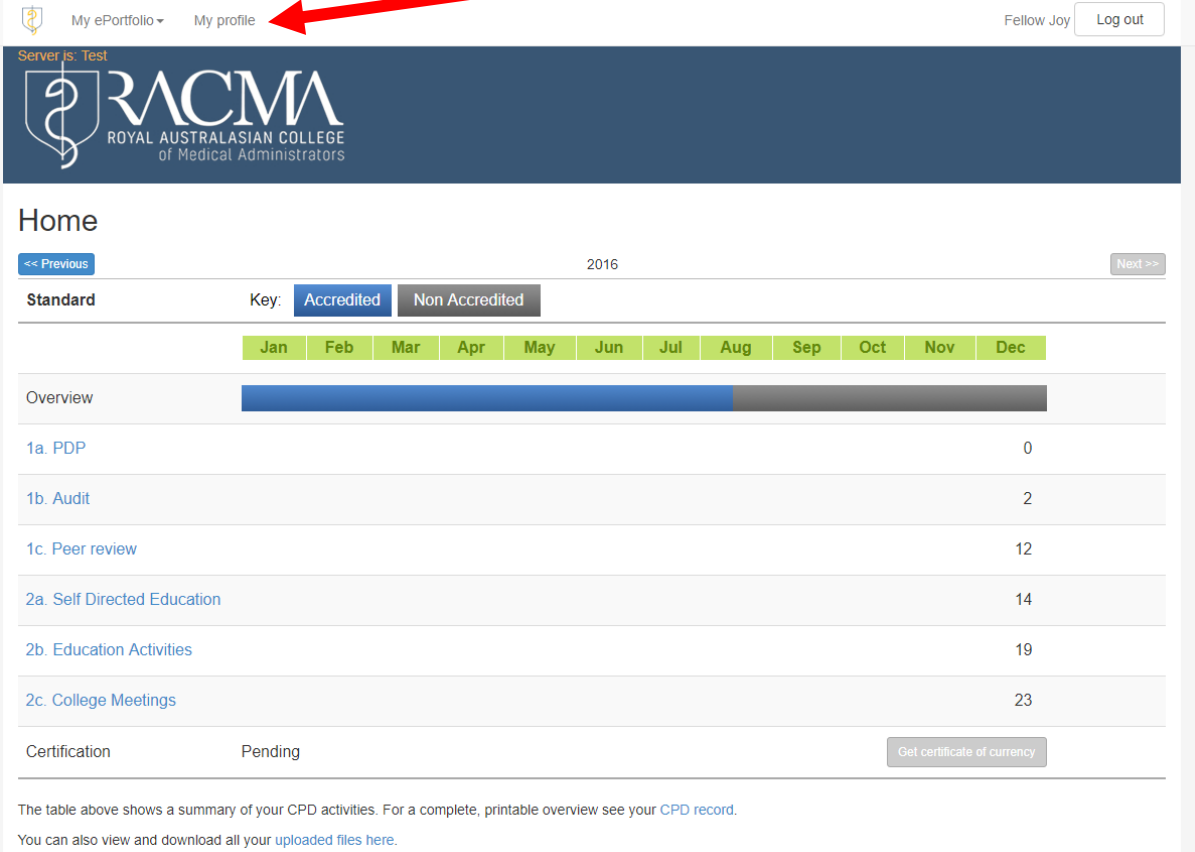


## QRG 2 – Updating Password & Personal Details

1. Once you are logged into MyRACMA, select the 'My Profile' tab from the menu bar.

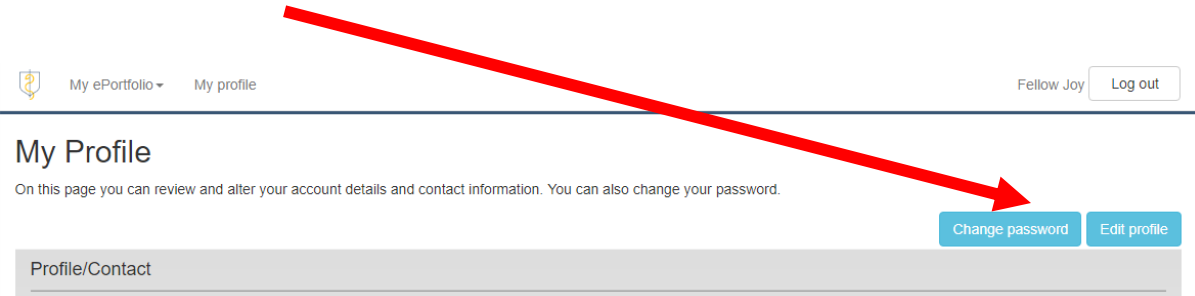


The screenshot shows the MyRACMA Home page. At the top, there is a navigation bar with 'My ePortfolio' and 'My profile' tabs. A red arrow points to the 'My profile' tab. The user is logged in as 'Fellow Joy' and can click 'Log out'. Below the navigation bar is a header with the RACMA logo and 'Server is: Test'. The main content area is titled 'Home' and shows a navigation bar for the year 2016. There are two tabs: 'Accredited' (selected) and 'Non Accredited'. Below this is a monthly overview bar with tabs for Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep, Oct, Nov, and Dec. The 'Overview' section shows a progress bar. Below this is a table of CPD activities:

Activity	Count
1a. PDP	0
1b. Audit	2
1c. Peer review	12
2a. Self Directed Education	14
2b. Education Activities	19
2c. College Meetings	23

Below the table, it says 'Certification Pending' and there is a 'Get certificate of currency' button. At the bottom, there is a note: 'The table above shows a summary of your CPD activities. For a complete, printable overview see your [CPD record](#). You can also view and download all your [uploaded files here](#).'

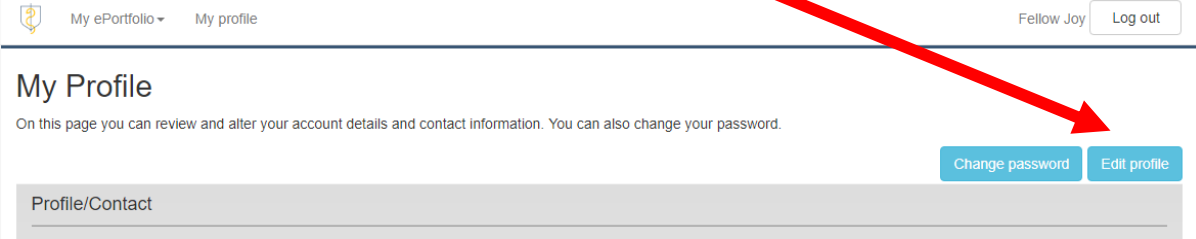
2. To change password, select 'Change Password' from your 'My Profile' screen



The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with 'My ePortfolio' and 'My profile' tabs. A red arrow points to the 'My profile' tab. The user is logged in as 'Fellow Joy' and can click 'Log out'. Below the navigation bar is a header with the RACMA logo and 'Server is: Test'. The main content area is titled 'My Profile' and has a sub-header: 'On this page you can review and alter your account details and contact information. You can also change your password.' Below this is a table with two buttons: 'Change password' and 'Edit profile'. Below the table is a section titled 'Profile/Contact'.

- Enter Current Password, Enter New Password and Re-enter New Password and select 'Change Password' to save the changes.

**3. To update personal details, select 'Edit Profile' from your 'My Profile' screen**



My ePortfolio ▾ My profile Fellow Joy Log out

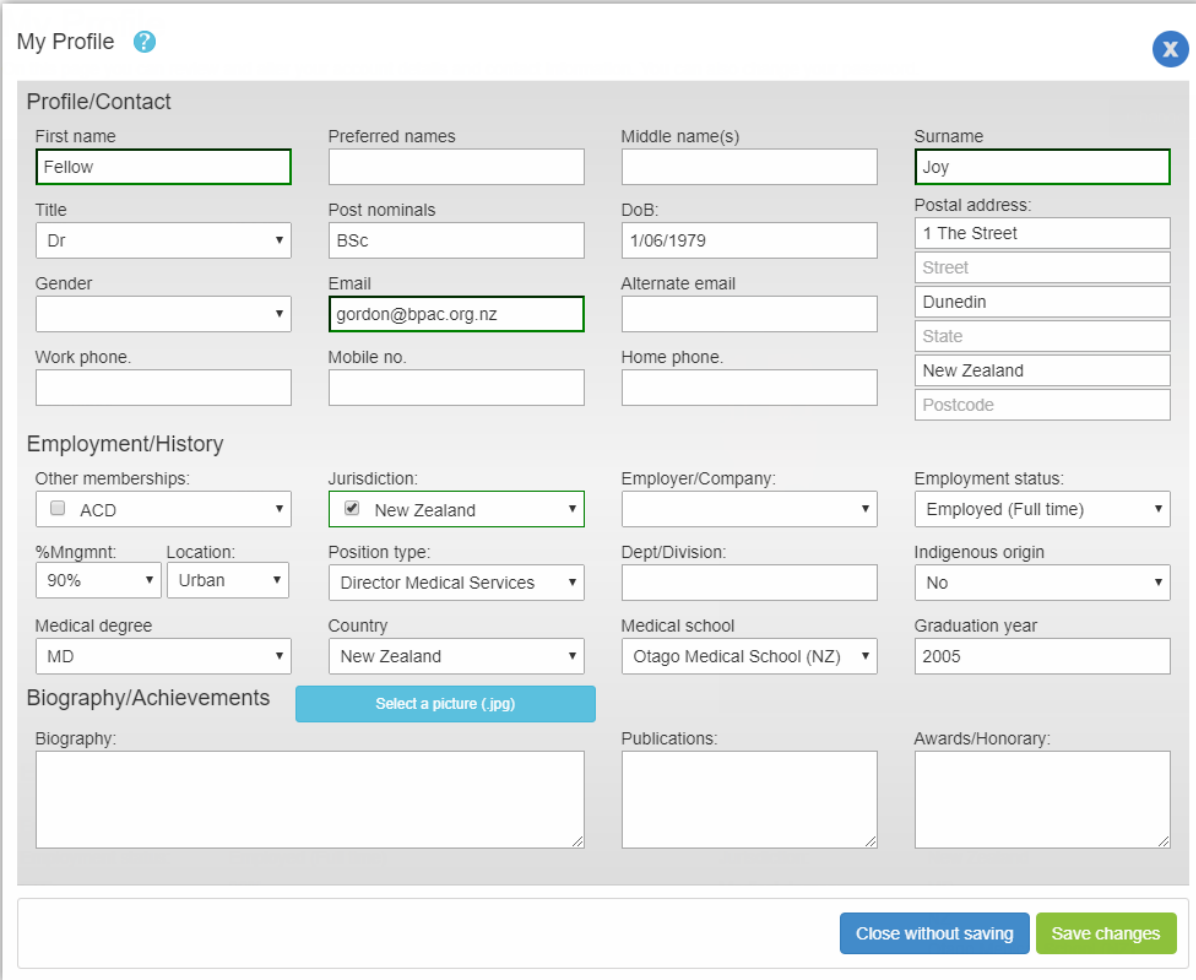
### My Profile

On this page you can review and alter your account details and contact information. You can also change your password.

[Change password](#) [Edit profile](#)

Profile/Contact

**4. Update details as required and select 'Save Changes'.**



My Profile ? X

#### Profile/Contact

First name <input type="text" value="Fellow"/>	Preferred names <input type="text"/>	Middle name(s) <input type="text"/>	Surname <input type="text" value="Joy"/>
Title <input type="text" value="Dr"/>	Post nominals <input type="text" value="BSc"/>	DoB: <input type="text" value="1/06/1979"/>	Postal address: <input type="text" value="1 The Street"/>
Gender <input type="text"/>	Email <input type="text" value="gordon@bpac.org.nz"/>	Alternate email <input type="text"/>	<input type="text"/>
Work phone. <input type="text"/>	Mobile no. <input type="text"/>	Home phone. <input type="text"/>	Dunedin <input type="text"/>
			State <input type="text" value="New Zealand"/>
			Postcode <input type="text"/>

#### Employment/History

Other memberships: <input type="checkbox"/> ACD	Jurisdiction: <input checked="" type="checkbox"/> New Zealand	Employer/Company: <input type="text"/>	Employment status: <input type="text" value="Employed (Full time)"/>
%Mngmnt: <input type="text" value="90%"/>	Location: <input type="text" value="Urban"/>	Dept/Division: <input type="text"/>	Indigenous origin <input type="text" value="No"/>
Position type: <input type="text" value="Director Medical Services"/>	Medical degree <input type="text" value="MD"/>	Country <input type="text" value="New Zealand"/>	Graduation year <input type="text" value="2005"/>
Medical school <input type="text" value="Otago Medical School (NZ)"/>			

#### Biography/Achievements

Select a picture (.jpg)

Biography: <input type="text"/>	Publications: <input type="text"/>	Awards/Honorary: <input type="text"/>
------------------------------------	---------------------------------------	--

[Close without saving](#) [Save changes](#)

To return to summary page go to 'My ePortfolio' tab on the menu bar and select 'Summary'.