



How to Change Your Profile Information



How to Change Your Profile Information

Step 1 – Select Manage Profile

STEP 1

Select “Manage Profile” from the navigation menu and then select the “Edit Profile” button



Manage Profile
Home / Manage Profile

General Information		Contact Information	
 Change Photo	Name: oshin F	Address: ExamRoom.AI, 92/1A Phase, Micropolis, #236, 10	
	Date Of Birth:	Phone Number: +9112345678906	
	Gender: Female	Email: testuser01@examroom.ai	
		SSN: 123456789	

[Edit Profile](#)

How to Change Your Profile Information

Step 2 – Make Self Changes or Select Correction Form

STEP 2

To Change Gender, Address, or Phone

Make your changes and select the “Submit” button

Edit Profile
Home / Manage Profile / Edit Profile

[Correction Form](#)

General Information

Full Name

Date Of Birth

Gender

Contact Information

Address

Zip Code City

+1

Email

SSN

[Submit](#)

To Change Name, DOB, or SSN

Select the “Correction Form” button

Edit Profile
Home / Manage Profile / Edit Profile

[Correction Form](#)

General Information

Full Name

Date Of Birth

Gender

Contact Information

Address

Zip Code City

+1

Email

SSN

[Submit](#)

How to Change Your Profile Information

Step 3 – Enter Changes and Upload Supporting Documentation

STEP 3

If you selected Correction Form in Step 2, enter the information you wish to change, upload your supporting documents, and select the “Submit” button

Important: you must select “yes” or “no” for each of the three types (name, DOB, and SSN) of information changes before submitting the request

Demographic Form Cancel Save as Draft Submit

Home / Manage Profile / Edit Profile / Correction Form

Demographic Form ⓘ

Name

Do you want to change your name?

Yes No

First Name

Middle Name

Last Name

Reason

Upload Supporting Documents For Name Change

test upload.pdf

Date of Birth ⓘ

Do you want to change your Date of Birth?

Yes No

Social Security Number ⓘ

Do you want to change your SSN?

Yes No

How to Change Your Profile Information

Checking Your Profile Change Status

Credentia

- Dashboard
- Application
- Exam Schedule
- Grievance Form
- Manage Profile**
- Help
- Registry

Previous Corrections

Candidate Correction Form

Current Status
● Pending

Current Name
FirstName.Middle...

Updated Name
FirstName.MiddleH...

[View Summary](#)

Click "View Summary" button to see status of your change request



Correction Form

Home / Manage Profile / Edit Profile / Correction Form

Demographic Form ⓘ

Name

First Name Middle Name Last Name

Reason

Upload Supporting Documents For Name Change

[Upload](#)

Correction Form Progress

- Candidate**
 - Submitted
5th December, 2021 / 6:09 PM
Submitted for approval
- OperationStaff**
 - Pending
5th December, 2021 / 6:09 PM
Pending for approval

Detailed log of your change request review process

You will receive a CNA365® alert email once your profile change request has been approved and changes have been made