

How to Change Your Profile Information



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Step 1 – Select Manage Profile

STEP 1



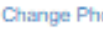
Select “Manage Profile” from the navigation menu and then select the “Edit Profile” button


Credentia
CNA365®

- Dashboard
- Application
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- Grievance Form
- Manage Profile**
- Registry

Manage Profile

Home / Manage Profile

General Information		Contact Information	
	Name: Test prod	Address: user	
	Date Of Birth: 07/29/1999	Phone Number: +13217875788	
	Gender: Female	Email: testprodpa29@mailinator.com	
Change Photo		SSN: 8548	

 [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, SSN, or Email

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

The screenshot displays the 'Correction Form' interface. At the top right, there are three buttons: 'Cancel' (red outline), 'Save as Draft' (blue outline), and 'Submit' (solid blue). An orange arrow points to the 'Submit' button. Below the buttons is a breadcrumb trail: 'Home / Manage Profile / Edit Profile / Correction Form'. The main form area is titled 'Demographic Form' with an information icon. It contains several sections: 'Name' with input fields for 'First Name', 'Middle Name', and 'Last Name'; a 'Reason' input field; an 'Upload Supporting Documents For Name Change' section with an 'Upload' button; 'Date Of Birth' with a date selector and an information icon; an 'Upload Supporting Documents For D.O.B Change' section with an 'Upload' button; 'Social Security Number' with an information icon and an 'SSN' input field; and an 'Upload Supporting Documents For SSN Change' section with an 'Upload' button.

How to Change Your Profile Information

Checking Your Profile Change Status



- Dashboard
- Application
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- Manage Profile**
- Help
- Registry

Previous Corrections

Candidate Correction Form
Current Status
🟡 Pending
Current Name Updated Name
FirstName,Middle... FirstName,MiddleN...
[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