



## 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

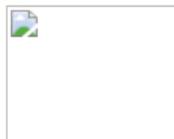


- Dashboard
- Application
- Exam Schedule
- Grievance Form
- Manage Profile**
- Help
- Registry

#### Manage Profile

Home / Manage Profile

##### General Information



[Change Photo](#)

Name: oshin F  
Date Of Birth:  
Gender: Female

##### Contact Information

Address: ExamRoom.AI, 92/1A Phase,  
Micropolis, #236, 10  
Phone Number: +9112345678906  
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

The screenshot illustrates the process of checking a profile change status. It is divided into two main sections:

- Top Section (Candidate Correction Form):** This section shows a sidebar with navigation options: Dashboard, Application, Exam Schedule, Grievance Form, **Manage Profile** (highlighted), Help, and Registry. The main content area is titled "Previous Corrections" and contains a "Candidate Correction Form" card. The card displays:
  - Current Status:** Pending (with a yellow clock icon)
  - Current Name:** FirstName,Middle...
  - Updated Name:** FirstName,MiddleN...
  - Action:** A blue "View Summary" button.An orange callout bubble points to the "View Summary" button with the text: "Click 'View Summary' button to see status of your change request."

A large black arrow points from the "View Summary" button to the bottom section.

- Bottom Section (Correction Form):** This section shows the "Correction Form" page. The breadcrumb trail is "Home / Manage Profile / Edit Profile / Correction Form". It is divided into two main panels:
- Demographic Form:** Contains input fields for "Name" (First Name: Jill, Middle Name: R, Last Name: Hance) and "Reason" (name change). Below these is an "Upload Supporting Documents For Name Change" section with an "Upload" button.
- Correction Form Progress:** A vertical timeline showing the status of the request:
  - Candidate:** Submitted (5th December, 2021 / 6:09 PM) Submitted for approval (marked with a green checkmark).
  - OperationStaff:** Pending (5th December, 2021 / 6:09 PM) Pending for approval (marked with a yellow clock icon).An orange callout bubble points to the "OperationStaff" section with the text: "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