

## How to Change Your Profile Information



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## Step 1 – Select Manage Profile

### STEP 1



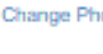
Select “Manage Profile” from the navigation menu and then select the “Edit Profile” button


**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	
<a href="#">Change Photo</a>		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 a calendar icon; an 'Upload Supporting Documents For D.O.B Change' section with an 'Upload' button; 'Social Security Number' with 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
- Exam Schedule
- Grievance Form
- Manage Profile**
- Help
- Registry

### Previous Corrections

#### Candidate Correction Form

##### Current Status

Pending

##### Current Name

FirstName,Middle...

##### Updated Name

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