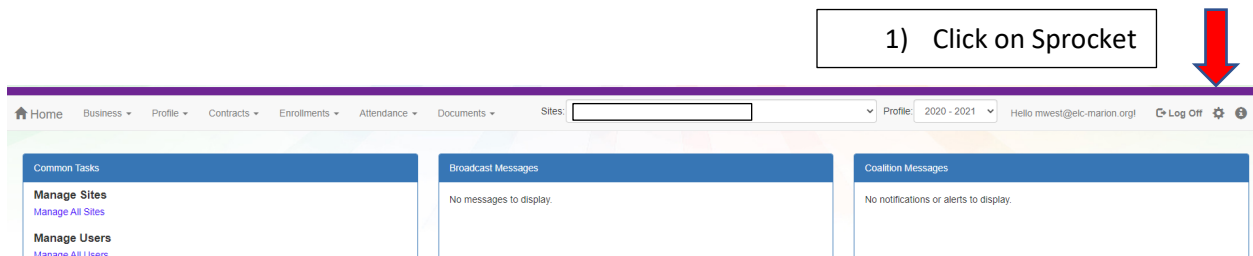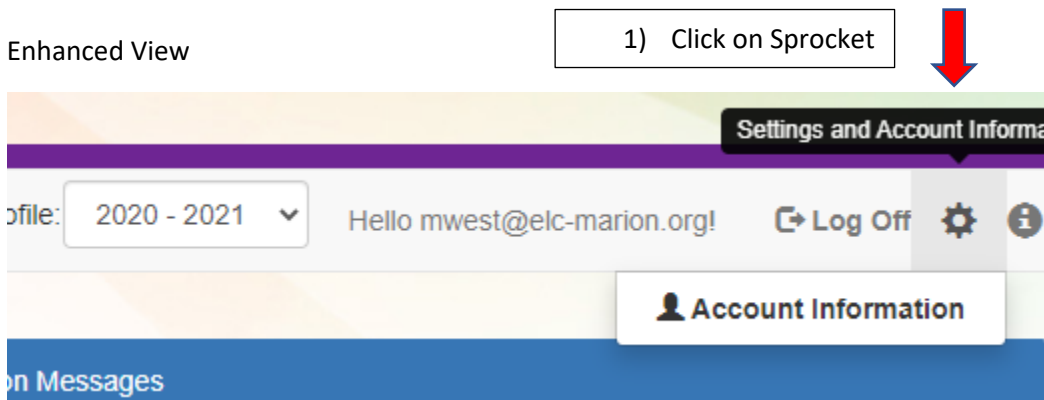*Provider Account: Correcting Signature on provider account*

These directions will walk you through the steps to correct your name when you go to sign your attendance, contracts or any other submissions.

1) From your dashboard look to the far right top side of the screen and click on the sprocket Icon this is where your "Account Information" on your login is stored.

1) Click on Sprocket

Enhanced View

1) Click on Sprocket

2) User Info

3) Save

2) Update your user information
3) Click "save"

Thursday, July 30, 2020