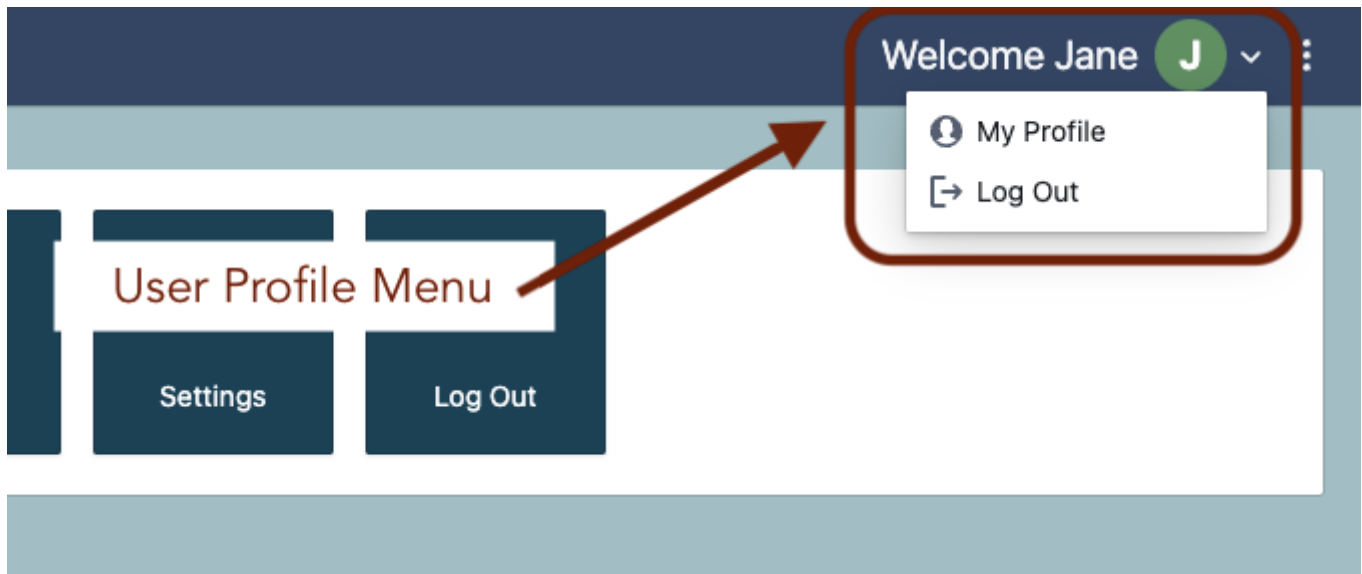
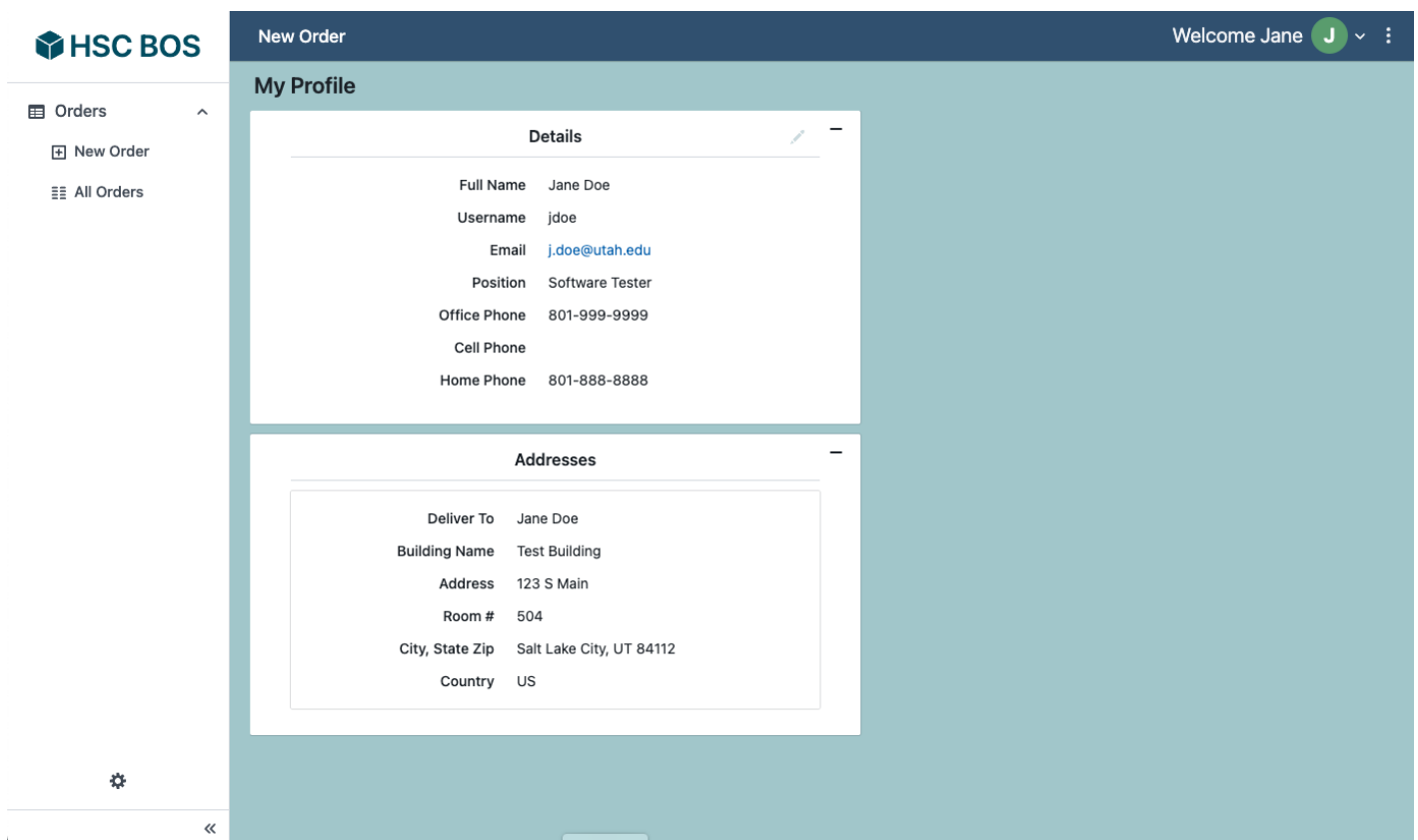


# User Profile

You can view and (partially) edit your own user information in BOS from the **User Profile Page**. You can access this page from the top navigation bar.



The profile page shows your profile information in 2 boxes. The first contains your user details, the second displays all addresses on file for you.

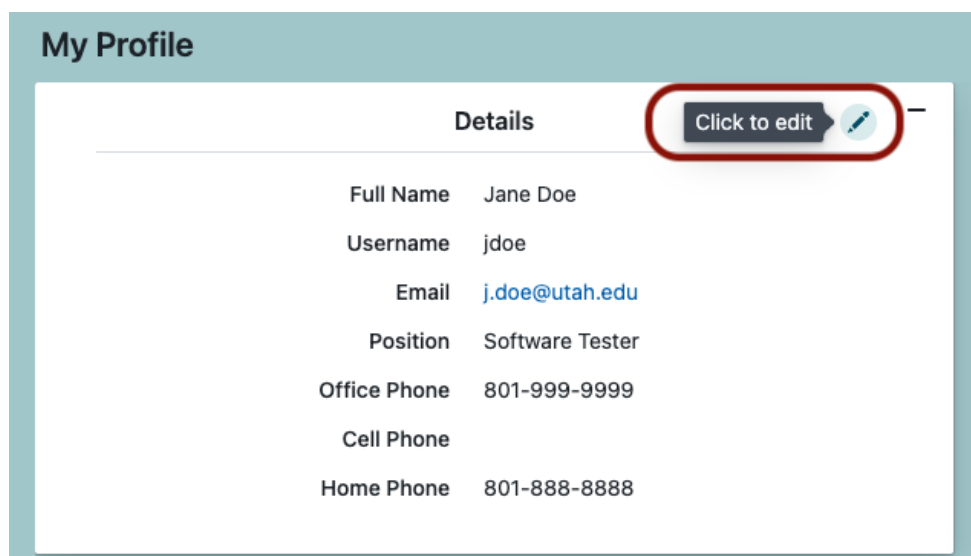


You can edit *some* user details in the **editable details box** (see details about how these work below). Fields that can be update include name, email address, position and phone numbers. Username is the user's University of Utah UNID. **Addresses** can be *added* or *edited* by the HSC Cores' [Admin Office](#); contact them to make any necessary changes.

## BOS Editable Detail Box

Throughout BOS, you may encounter boxes of information that is editable. These boxes can be recognized by the pencil icon in the upper right corner.

To edit information in an editable details box, click the pencil icon in the corner. This will toggle the box to be in its **edit state**.



The screenshot shows a 'My Profile' section with a 'Details' box. The box is in its 'edit state', indicated by a red circle around the 'Click to edit' button and a pencil icon in the top right corner. The details listed are:

Full Name	Jane Doe
Username	jdoe
Email	<a href="mailto:j.doe@utah.edu">j.doe@utah.edu</a>
Position	Software Tester
Office Phone	801-999-9999
Cell Phone	
Home Phone	801-888-8888

When a detail box is in its edit state, editable fields will become fillable. You can exit the edit state by clicking the eye icon in the corner of the box. *This will not save any changes*, but will toggle the box back to a **view only state**.

## My Profile

### Details

Done editing



Full Name	Jane Doe	×
Username	jdoe	×
Email	j.doe@utah.edu	×
Position	Software Tester	×
Office Phone	801-999-9999	×
Cell Phone		
Home Phone	801-888-8888	×

If updates are required, you can follow up with any necessary changes. When one or more fields have been changed, save and undo buttons will appear.

## My Profile

Name Updated

### Details



Full Name	Jane P. Doe	×
Username	jdoe	×
Email	j.doe@utah.edu	×
Position	Software Tester	×
Office Phone	801-999-9999	×
Cell Phone		
Home Phone	801-888-8888	×

Undo

Save

Click 'Save' to save the changes; a confirmation notification will appear at the top of the screen upon success.

Orders ^

New Order

All Orders

New Order

My Profile

Details

Full Name

Jane P. Doe

X

Username

jdoe

X

Email

j.doe@utah.edu

X

Position

Software Tester

X

Office Phone

801-999-9999

X

Cell Phone

Welcome Jane J

User Saved

Undo

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