



# Company Menu –Update Your User Profile and Change Your Password

## Purpose:

The purpose of this document is to provide detailed instructions for a Nicor Gas Nomination System user to update their own user profile and to change their password..

**Note:** If a field is required to be completed, the field name is **bold**.

## Instructions:

### Updating Your Profile

1. Click on Company in the Main Menu. The Update Person page will display.

▼ Company		Contract	Nomination	Reports	Logout
Person		Company			
<b>Update Person</b>					
<b>Company:</b>	2222 >> #1 Gas Supply ▼				
Prefix :	▼				
<b>First Name :</b>	Janice				
Middle Name :					
<b>Last Name :</b>	Peterson				
Suffix :	▼				
Job Title :	Scheduler				
<b>Contact Type(s):</b> Hold [Ctrl] to select multiple types	Nominations: Primary Contact ▲ Nominations: Alt Contact Weekend Person ▼		<b>Current Contact Type(s)</b> Nominations: Primary Contact Weekend Person		
E-mail Group(s): Hold [Ctrl] to select multiple groups	General Supplier Information Critical Day Gas Advisory		<b>Current E-mail Group Type(s)</b>		
<b>Address :</b>	Billing Address→2727 Company Way, . . Dayton,OH,77777 ▼				
<b>Role :</b>	User ▼				

Field	Function
Prefix	Update your prefix. Choices are: 1. Mr. 2. Mrs. 3. Ms. 4. Dr. 5. Rev.
<b>First Name</b>	Update your first name.

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Field	Function
Middle Name	Update your middle name.
Last Name	Update your last name.
Suffix	Update your suffix. Choices include: 1. Jr. 2. II 3. III 4. Sr.
Job Title	Update your job title.
Contact Type	Select your contact type. The choices are: 1. Nominations: Primary Contact 2. Nominations: Alternate Contact 3. Weekend Person 4. Contract Administrator 5. Alternate Contract Administrator 6. Billing Administrator 7. Technical Support 8. General To select multiple contact types, hold the [Ctrl] key while clicking on the types. <b>Note:</b> The current contact type is listed to the right of this field.
E-mail Group(s)	Select your e-mail group(s). These groups determine the e-mails that you will receive. To select multiple e-mail groups, hold the [Ctrl] key while clicking on the groups. <b>Note:</b> The current e-mail group types are listed to the right of this field.
Address	Update your address by selecting it from the dropdown list.
Role	Displays your current role.

**Email Address :**

IM Information :

**User ID :**  [minimum 6 characters]

**Clue Question :**

**Clue Answer :**

Active :

Phone List :

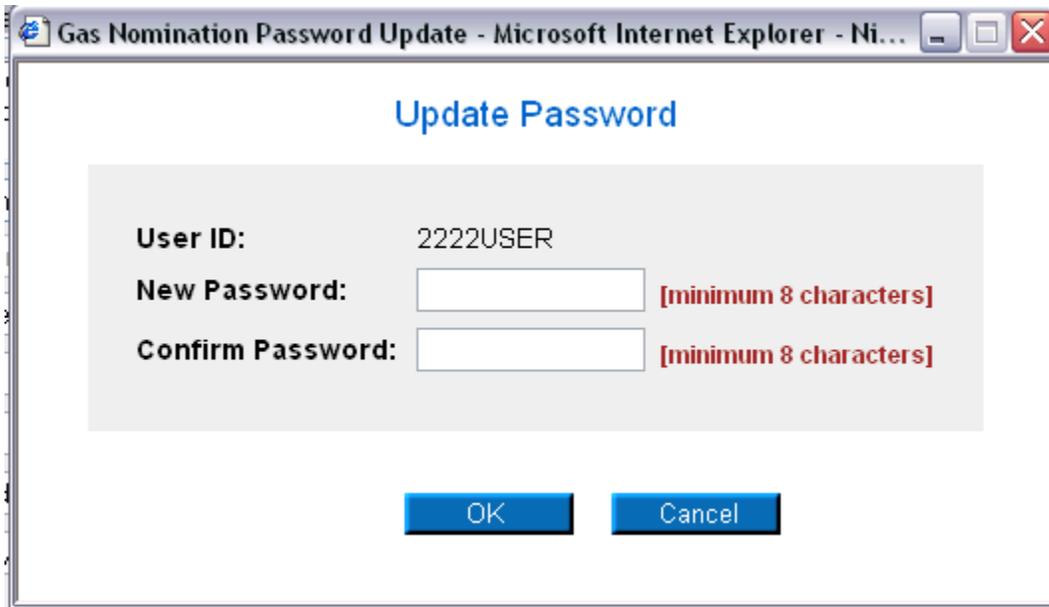
Phone Type	Phone x Ext #
Business Phone	(777) 454-2312
<input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/>

Field	Function
<b>Email Address</b>	Update your e-mail address.
IM Information	Update your Instant Messaging address
<b>User ID</b>	Update your User ID. The User ID must be at least 6 characters. You will use this User ID to log into the system.
<b>Clue Question</b>	Enter a clue question that will be used to verify your identity in the event that you forget your password. Examples include: mother's maiden name, name of your first pet, or childhood best friend.
<b>Clue Answer</b>	Update the answer to your clue question.
<b>Phone Type</b>	Select the phone type for the phone number you will enter in the Phone text box. The choices are: <ol style="list-style-type: none"> <li>1. Business Phone</li> <li>2. Cell Phone</li> <li>3. Alternate Phone</li> <li>4. On-Call Pager</li> <li>5. Fax</li> <li>6. Answering Service/ After Hours</li> <li>7. Home Phone</li> </ol>
<b>Phone x Ext #</b>	Enter the phone number and extension for the number that corresponds to the phone type above. To add a phone number that has been entered, click the  icon. <b>Note:</b> You must click the  icon to add the phone number prior to saving the updates. To cancel the entry of a phone number before it is added, click the  icon. To update a phone number, click the  icon. To delete a phone number, click the  icon.

2. To save your information, click the **Save** button. If errors exist, an error message will display. The error must be corrected before you can save.

### Changing Your Password

1. To change your password, click the **Change Password** button. The Update Password window will open.



Field	Function
<b>New Password</b>	Enter a new password.
<b>Confirm Password</b>	Confirm your new password.

2. Click the **OK** button.
3. The message "Password changed successfully will display.



4. Click the **OK** button. Utilize the new password at next log in.