



Manage My Profile - quick reference guide

Use this procedure to manage your HSNet user account. You can make changes to your account, profile, groups and subscriptions.

To update your HSNet account, log on to the HSNet website www.hsnet.nsw.gov.au.

Follow these steps to accept or reject a referral:

1. Click on your **Name** link.

2. Click on the **Edit profile** [Edit profile](#) link.

3. Your HSNet user account details are displayed. Make the updates as required.
Tip: Use the profile navigation pane to view different areas of your HSNet account.



HSNet004 User004's profile

Account
Profile
Groups
Subscriptions

Email address hsnetuser004@facs.nsw.gov.au [Change](#)

Given name

Family name

Phone

Password [Change](#)

Save

Account Area	Description
Account	Your account details where you can change your given name, family name, phone number and password.
Profile	Your profile area allows you to add/change your profile picture, organisation name and position title.
Groups	The groups you are a member of. You can choose to leave a group in this area.
Subscriptions	Change the frequency of your group email notifications.

4. Click on the **Save** button to save the changes made.