



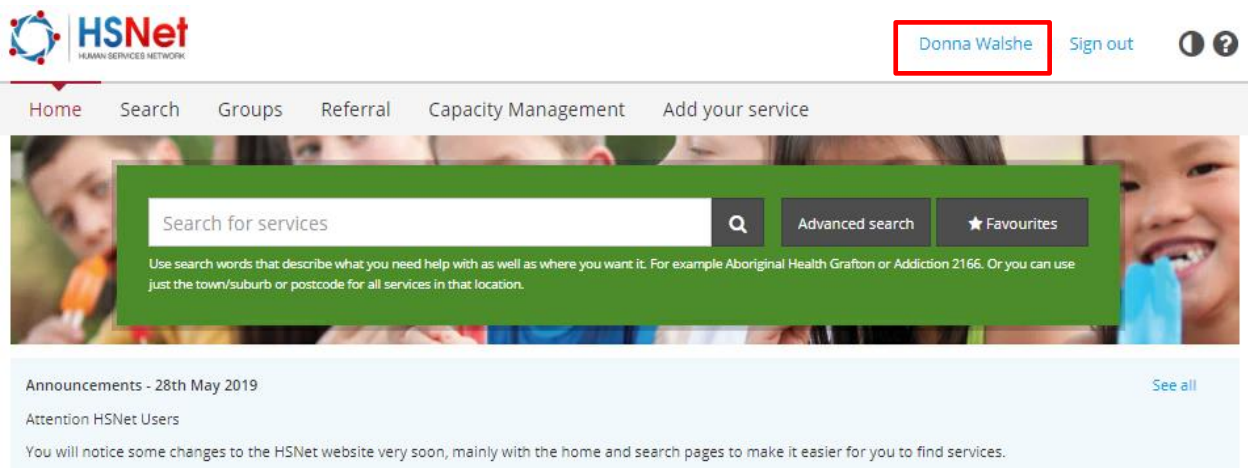
Manage My Profile - quick reference guide

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

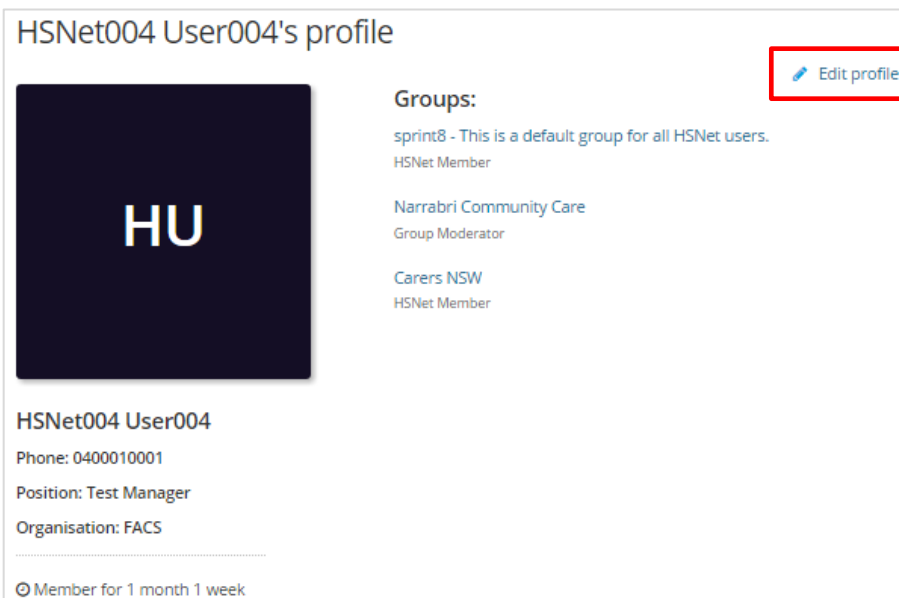
To update your HSNet account, log into the HSNet website www.hsnet.nsw.gov.au.

Follow these steps to update your profile:

1. Click on your **Name** link in the right hand corner.



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@facss.nsw.gov.au [Change](#)

Given name

Family name

Phone

Password [Change](#)

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. Also you can elect to receive emails when comments are made in a post or event you have created or commented on.

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