

Community Force (CF) Profile Update Guide

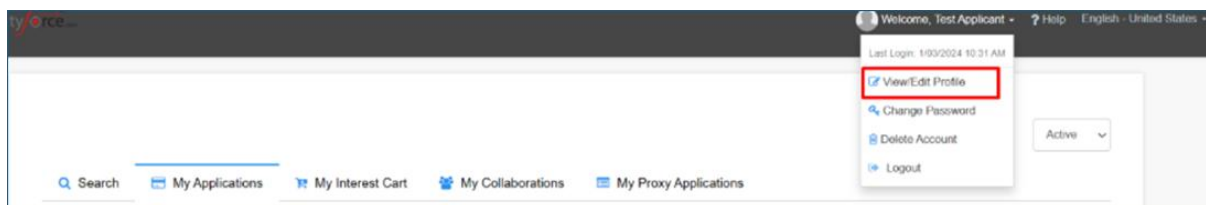
How to update your profile details and preferred name.

Step 1: Log in

Log in to the [Community Force site](#) using your current login credentials.

Step 2: Open View/Edit Profile

Select the arrow beside your name at the top of the page and click View/Edit Profile.

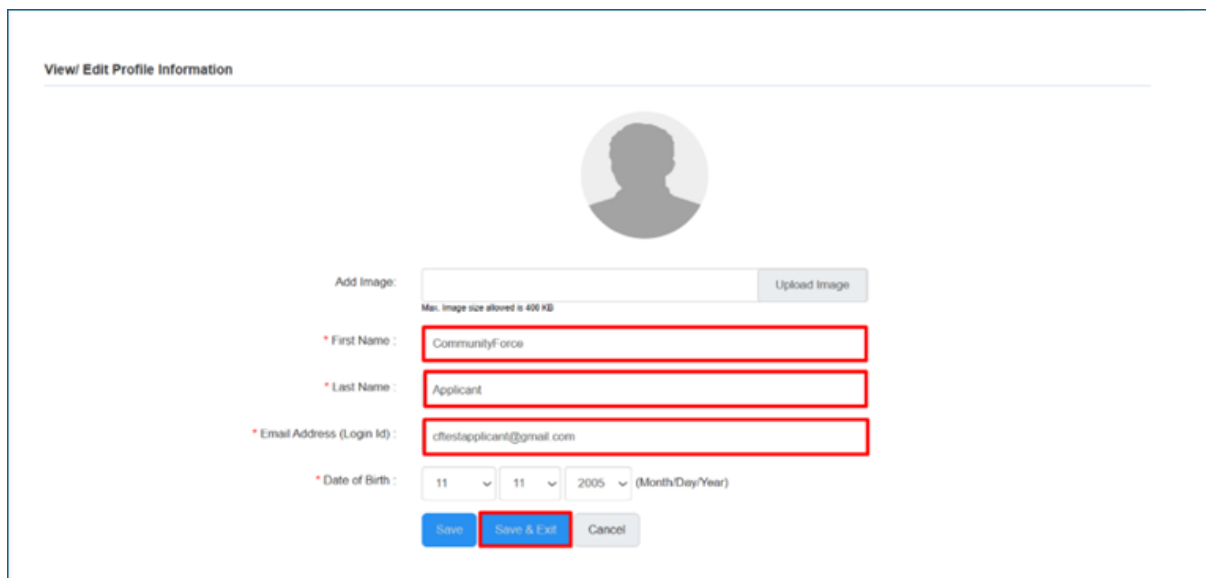


Step 3: Update your profile details

Edit the relevant profile fields. Applicants wishing to use a preferred name should enter it in the First Name field.

Step 4: Save changes

Click Save or Save & Exit to update your profile.

A screenshot of the 'View/Edit Profile Information' form. At the top, there's a header 'View/ Edit Profile Information'. Below it is a large circular placeholder for a profile picture. Underneath the picture is an 'Add Image' section with a text input field and an 'Upload Image' button. Below this, there are four form fields, each with a red asterisk indicating a required field: 'First Name' (containing 'Communityf orce'), 'Last Name' (containing 'Applicant'), 'Email Address (Login Id)' (containing 'oftenapplicant@gmail.com'), and 'Date of Birth' (with dropdowns for month '11', day '11', and year '2005', followed by '(Month/Day/Year)'). At the bottom of the form are three buttons: 'Save', 'Save & Exit' (highlighted with a red box), and 'Cancel'.

Step 5: Confirmation

A confirmation message will appear once your profile has been updated successfully.

View/ Edit Profile Information

✓ Success(162)
Your profile has been updated.



Add Image:

Upload Image

Max. Image size allowed is 430 KB

* First Name :

Communityforce

* Last Name :

Applicant

* Email Address (Login Id) :

ctestapplicant@gmail.com

* Date of Birth :

11

11

2005

(Month/Day/Year)

Save

Save & Exit

Cancel