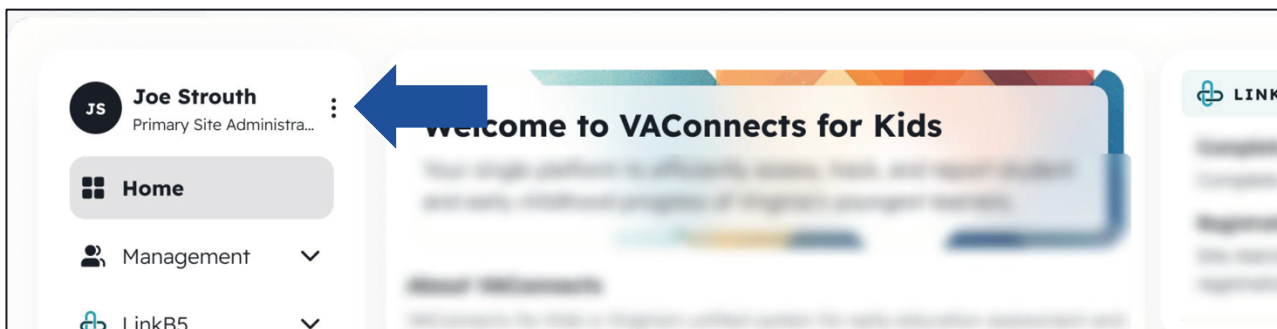


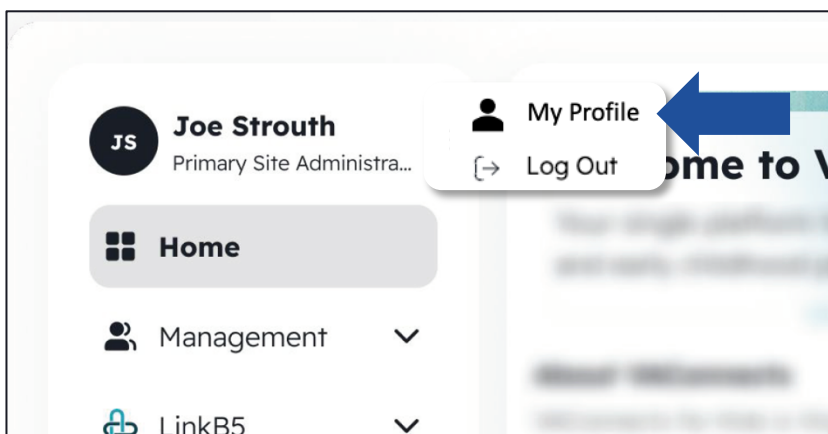
## Update Your User Profile Guide

This guide gives instructions on how to update your VAConnects user profile, like name and phone number. If you are a LinkB5 user, see LinkB5 guidance on completing your VQB5 Registration Profile for VQB5 specific requirements.

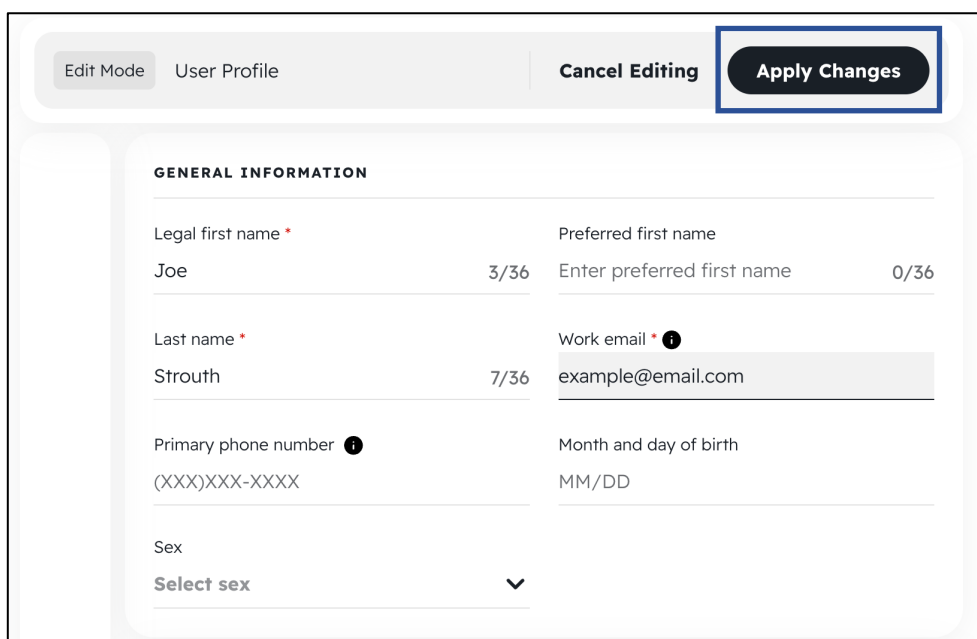
1. Click the **menu** next to your name.



2. Click **My Profile**.



3. Edit your information. Click **“Apply Changes”** to save your changes or click **“Cancel Editing”** to discard your changes.



The screenshot shows the 'User Profile' edit form in 'Edit Mode'. At the top, there are three buttons: 'Edit Mode', 'User Profile', and 'Cancel Editing'. A blue box highlights the 'Apply Changes' button. The form is titled 'GENERAL INFORMATION' and contains several input fields:

- Legal first name \***: Joe (3/36)
- Preferred first name**: Enter preferred first name (0/36)
- Last name \***: Strouth (7/36)
- Work email \***: example@email.com
- Primary phone number ⓘ**: (XXX)XXX-XXXX
- Month and day of birth**: MM/DD
- Sex**: Select sex (dropdown menu)

### Need Help? Contact the VACONNECTS Support Team

- **Live Chat:** Available on the [VACONNECTS](#) website
- **Phone:** 1-833-505-5979
- **Email:** [vaconnects@virginia.edu](mailto:vaconnects@virginia.edu)

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