



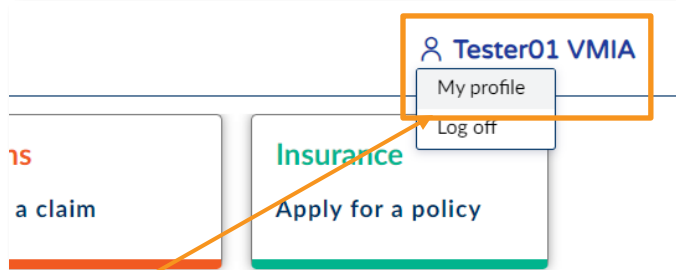
VMIA Portal

How do I update my user information?

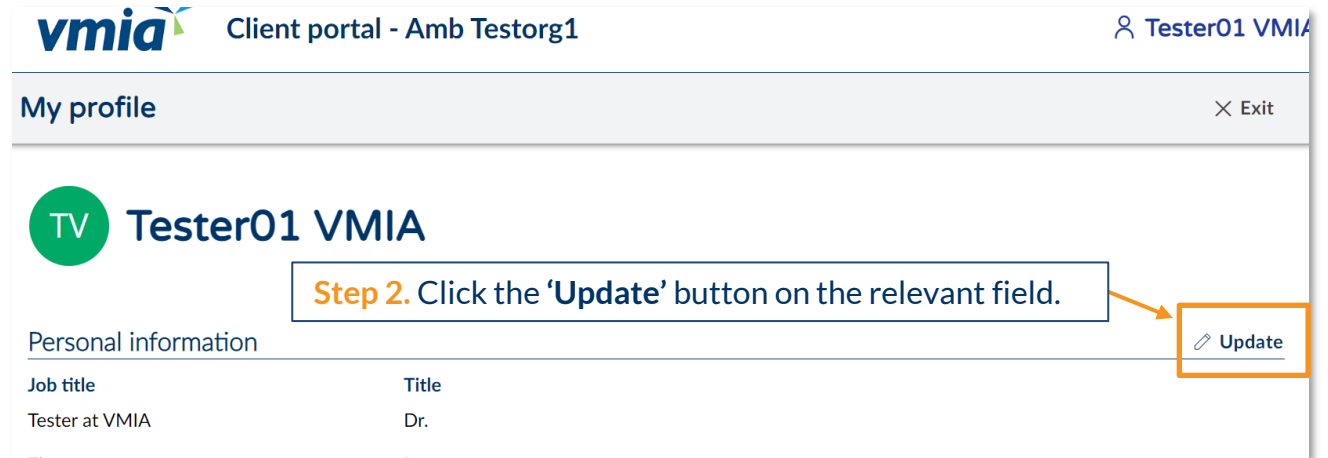
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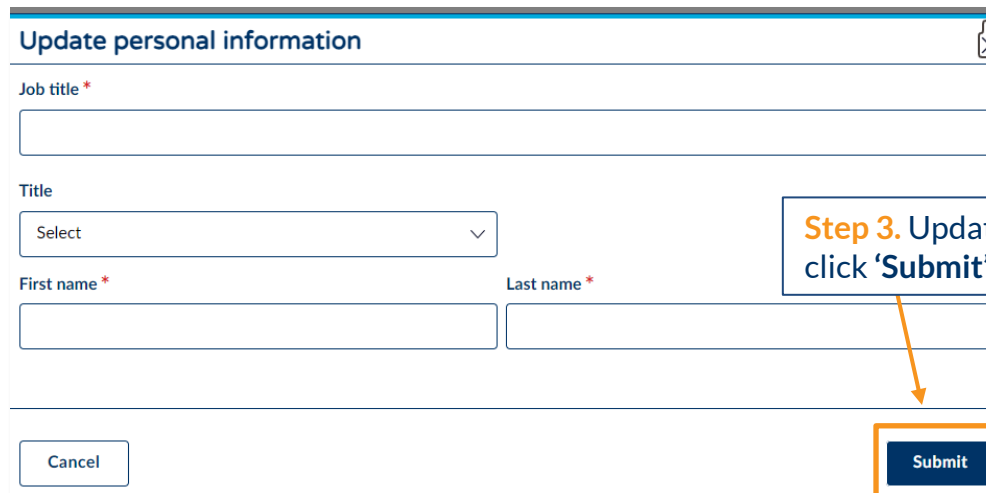
How do I update my user information?



Step 1. To update your user details, click on your name in the top right-hand corner of the homepage and select 'My profile'.



Step 2. Click the 'Update' button on the relevant field.



The screenshot shows the 'Update personal information' form. It contains the following fields:

- Job title * (text input)
- Title (dropdown menu with 'Select' selected)
- First name * (text input)
- Last name * (text input)

At the bottom of the form, there are two buttons: 'Cancel' and 'Submit'. The 'Submit' button is highlighted with an orange box, and an orange arrow points from the 'Update' button in the previous screenshot to this 'Submit' button.

Step 3. Update your details as required and click 'Submit' to save.