

People: My Profile

Requirements

This user guide is for anyone on Claromentis 8.2+

Overview

This video aims to show how a user can configure and update their own profile

Steps

1. Users can access their profile from either the people application or the user details item located on the far right hand side of the navigation bar
2. Users can change any field unless special permissions have been put in place on specific fields
3. If the data comes through from Active Directory these fields will be disabled and can only be changed from Active Directory directly.

Last modified on 22 May 2019 by Mhairi Hutton

Created on 1 February 2018 by Michael Hassman

Tags: intranet, people, user guide