IES users can customize their profile, if they would like to have their name displayed differently. An example of this would be if someone prefers their middle name, instead of their first name, to be displayed in IES.

-Select "My Profile"

-Click the "edit" button
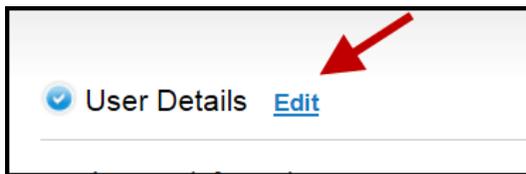
-Key any updates that you would like to make.

Example: If you would prefer your middle name displayed in IES rather than your first name, then enter your middle name in the "First Name" field.

-Click the <Update User> button

You should receive a green message at the top of your screen indicating that the "User was successfully updated."

Note: If a user moves into a new position, their profile will likely be reset, and he/she will need to repeat these steps.

Last Updated: 8/13/14