





Updating Your InfoEd User Profile

1. Log onto <https://www.infoed.uconn.edu>
2. Click **Login** on left side of the screen.
3. Type your username and password in the appropriate fields and click the **Login** button next to the password field.
4. Click the **Profile** button located in the blue panel on left side of the screen.
5. Make sure the **Lock Icon**  in the top left quadrant of your profile is set to the “unlocked”  position. Click it if it is not.
6. Review each field on this screen to make sure your information is correct.
7. If you need to change any information, do so by completing the appropriate field. Then, click the **Save Icon**  in upper left-hand corner of the screen.
8. Your profile is now up-to-date. You may exit the system by clicking the **Log Out** icon  in upper left-hand corner of the screen.