



Instructions for Updating Account

Updates to your account can include the following:

- *** E-mail address update
- *** Name changes
- Uploading profile photo
- *** Changing center affiliation
- *** Study role update
- Department update
- Street Address update
- *** City, state, country, and zip code updates
- Become part of a scientific interest / working group(s)

To make the following changes follow the following steps.

To ensure updates are reflected in documents outside the website please contact

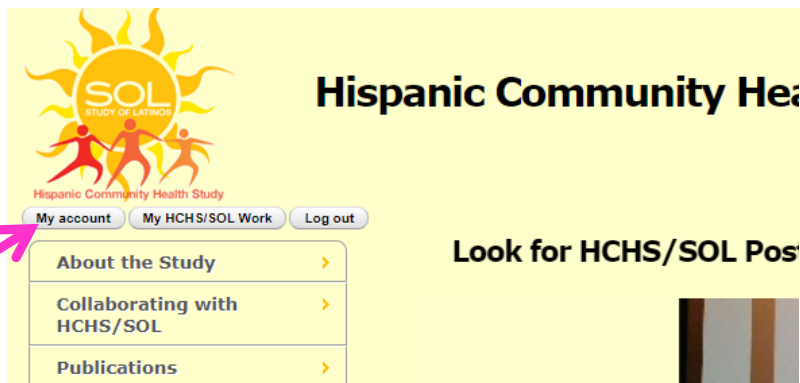
hchsadministration@unc.edu if what your updating is preceded with *** with what updates you have made to your account.

Step 1:

Go to
<https://sites.csc.unc.edu/hchs/>
and log in with username and password

Step 2:

Click on **My account**



Step 3:

You will be brought to a page similar to the one on the right.
Click **Edit**.

HCHS/SOL Study Member

View Edit Password

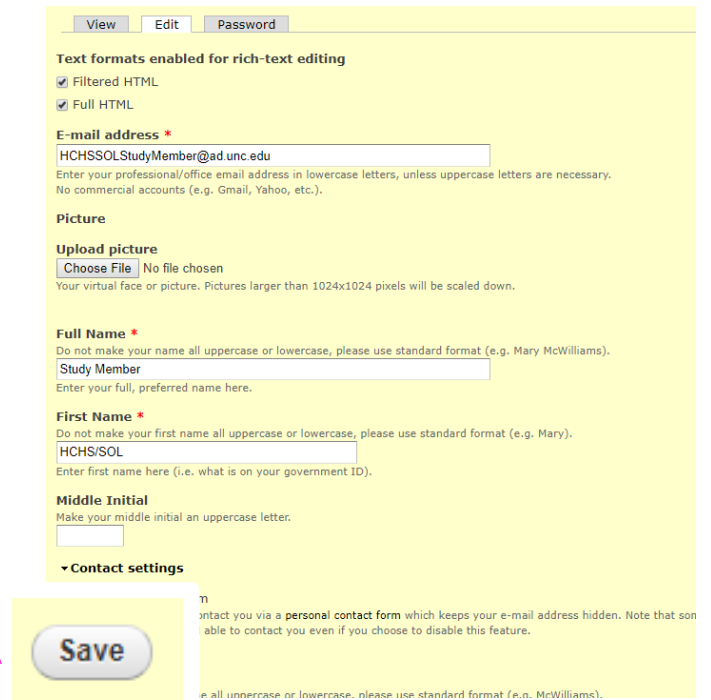
Real name: HCHS/SOL Study Member
Full name: Study Member
First Name: HCHS/SOL
Last Name: Study Member
Department: Biostatistics
Building: CVS Plaza
Street Address I: 137 E. Franklin Street, Suite 203
City: Chapel Hill
State: NC
Zip Code: 27514-3628
Phone: (919) 962-3089
FAX: (919) 962-3265
I am an affiliated investigator not on study payroll at site indicated above: No
Country: United States of America (the)

Step 4:

Multiple fields will appear that will allow you to make the necessary updates to your account. **Make necessary updates to your account.**

Step 5:

Scroll down to the bottom of the page and **click Save.**



The screenshot shows a web form for updating a user profile. At the top, there are tabs for 'View', 'Edit', and 'Password', with 'Edit' being the active tab. The form is titled 'Text formats enabled for rich-text editing' and has two checked options: 'Filtered HTML' and 'Full HTML'. Below this is the 'E-mail address' field, which contains 'HCHSSOLStudyMember@ad.unc.edu'. A note below the email field states: 'Enter your professional/office email address in lowercase letters, unless uppercase letters are necessary. No commercial accounts (e.g. Gmail, Yahoo, etc.).' The 'Picture' section has an 'Upload picture' button and a 'Choose File' button, with a note: 'No file chosen. Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.' The 'Full Name' section has a note: 'Do not make your name all uppercase or lowercase, please use standard format (e.g. Mary McWilliams).' and a text field containing 'Study Member'. Below this is the 'First Name' section with a note: 'Do not make your first name all uppercase or lowercase, please use standard format (e.g. Mary).' and a text field containing 'HCHS/SOL'. Below that is the 'Middle Initial' section with a note: 'Make your middle initial an uppercase letter.' and a text field. At the bottom, there is a 'Contact settings' section with a note: 'Contact you via a personal contact form which keeps your e-mail address hidden. Note that son able to contact you even if you choose to disable this feature.' A large pink arrow points from the 'Step 5' instruction box to a 'Save' button located at the bottom of the form.

View Edit Password

Text formats enabled for rich-text editing

☒ Filtered HTML

☒ Full HTML

E-mail address *

HCHSSOLStudyMember@ad.unc.edu

Enter your professional/office email address in lowercase letters, unless uppercase letters are necessary. No commercial accounts (e.g. Gmail, Yahoo, etc.).

Picture

Upload picture

Choose File No file chosen

Your virtual face or picture. Pictures larger than 1024x1024 pixels will be scaled down.

Full Name *

Do not make your name all uppercase or lowercase, please use standard format (e.g. Mary McWilliams).

Study Member

Enter your full, preferred name here.

First Name *

Do not make your first name all uppercase or lowercase, please use standard format (e.g. Mary).

HCHS/SOL

Enter first name here (i.e. what is on your government ID).

Middle Initial

Make your middle initial an uppercase letter.

▼ Contact settings

on

contact you via a personal contact form which keeps your e-mail address hidden. Note that son able to contact you even if you choose to disable this feature.

Save

in all uppercase or lowercase, please use standard format (e.g. McWilliams).

NOTE: It is imperative you **click Save** so the changes you made are go through and update throughout the website.