

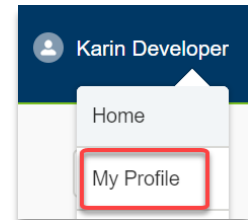
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Overview

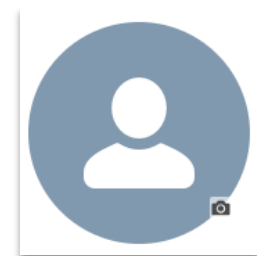
Users have the ability to customize their profile and settings. This includes adding profile pictures, telling us a little about you, and updating your email settings.

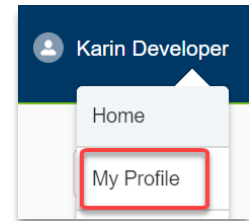
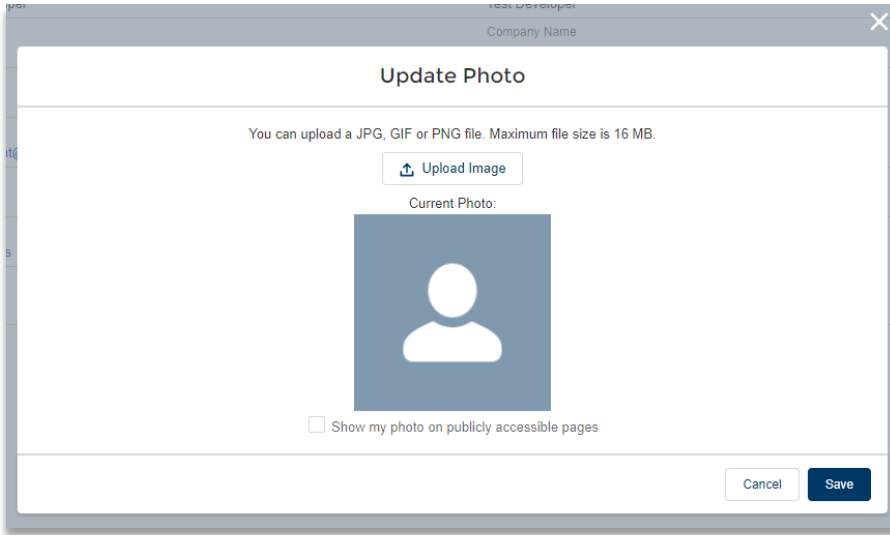
How to customize your user profile

- Click on your **User Icon** on the navigation bar.
- Click on **My Profile**.
- Click **Edit** to modify the About and Contact information. Click **Save**.

A screenshot of the 'Edit User' form. The form is divided into 'About' and 'Contact' sections. The 'About' section includes fields for Name (First, Middle, Last, Suffix), Title, Manager, and Company Name. The 'Contact' section includes fields for Email, Mobile, Address, Country, Phone, and Fax. The 'First Name' field contains 'Karin' and the 'Last Name' field contains 'Developer'. The 'Title' field contains 'Test Developer' and the 'Company Name' field contains 'Test Account'. At the bottom right, there are 'Cancel' and 'Save' buttons.

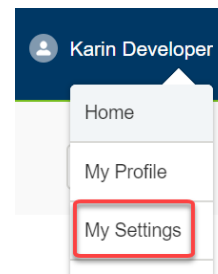
- Click the **photo icon** to upload a profile picture.
- Click **Upload Image** and select your profile picture. Click 'Show my photo on publicly accessible pages' to allow people outside of your account and Minnesota Housing staff to view your profile picture. Hit **Save**.





How to customize your user settings

- Click on your **User Icon** on the navigation bar.
- Click on **My Settings**.
- Modify your user account details including:
 - Email address
 - Location
 - Profile visibility
 - Email notifications.
- Hit **Save**.



Questions

Contact mhfa.app@state.mn.us.