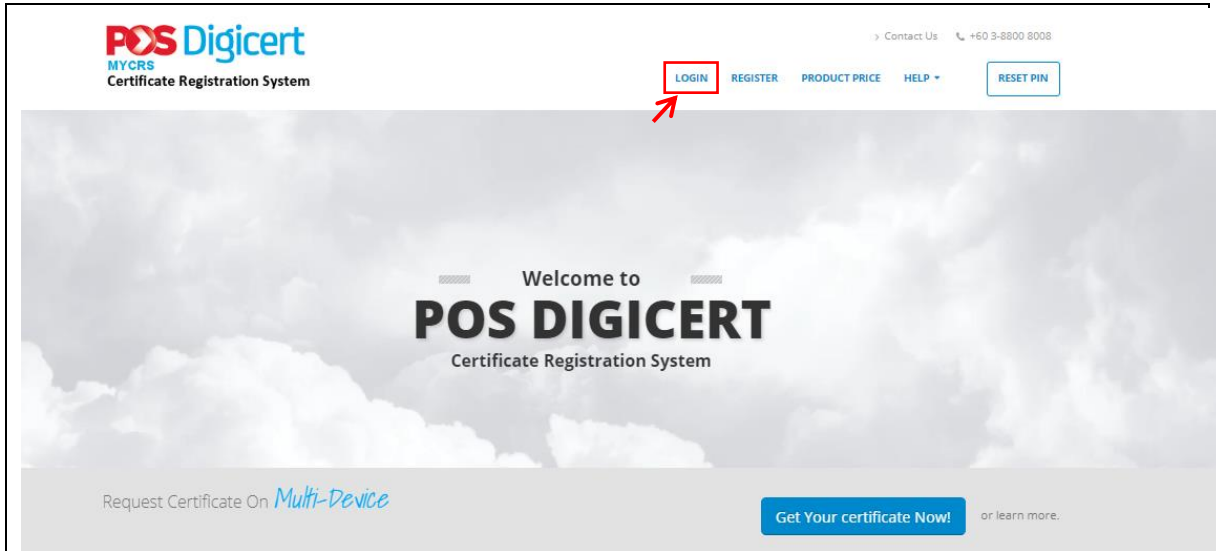
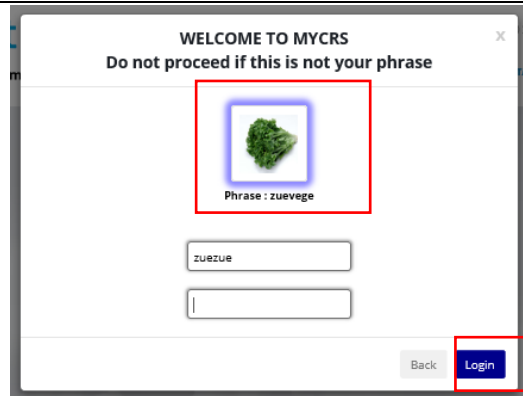


## Profile

Please note that MYCRS allows user to update profile information. This information will be autopopulated by MYCRS during certificate request.

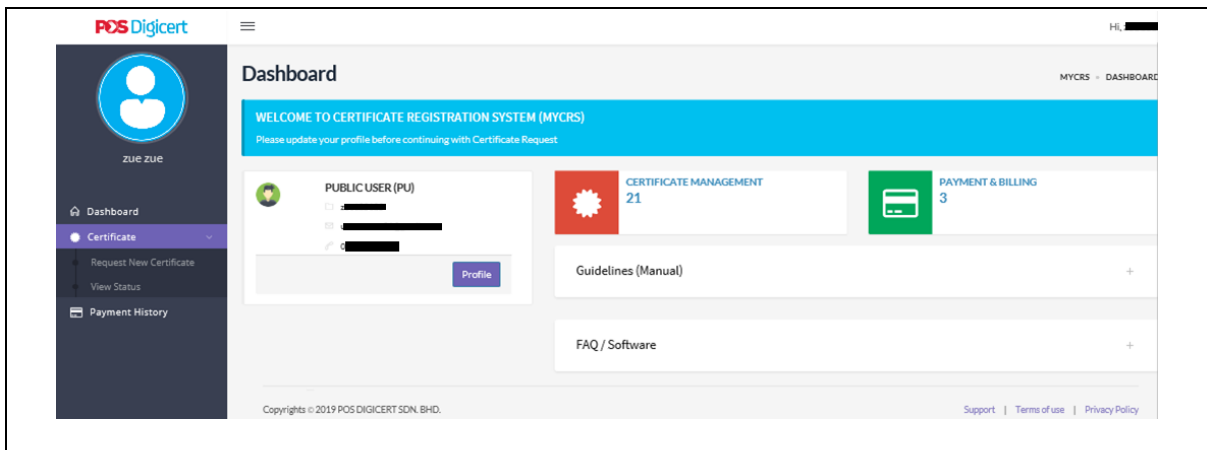


1. At MYCRS page, click on **LOGIN** menu and you will be directed login page. Enter your username and click on **Next** button.

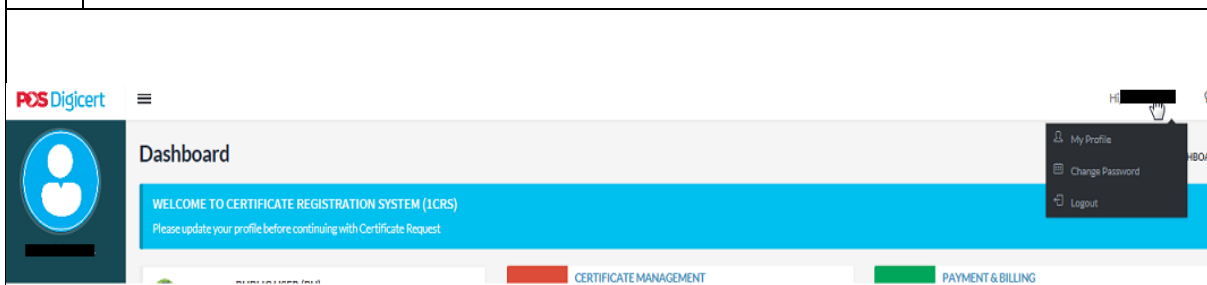


2. Please note that the display image and security phrase must be correct to ensure that you are accessing the correct MYCRS page. If the phrase is incorrect, you should not proceed to login to MYCRS. Enter your Password and click on **Login** button.

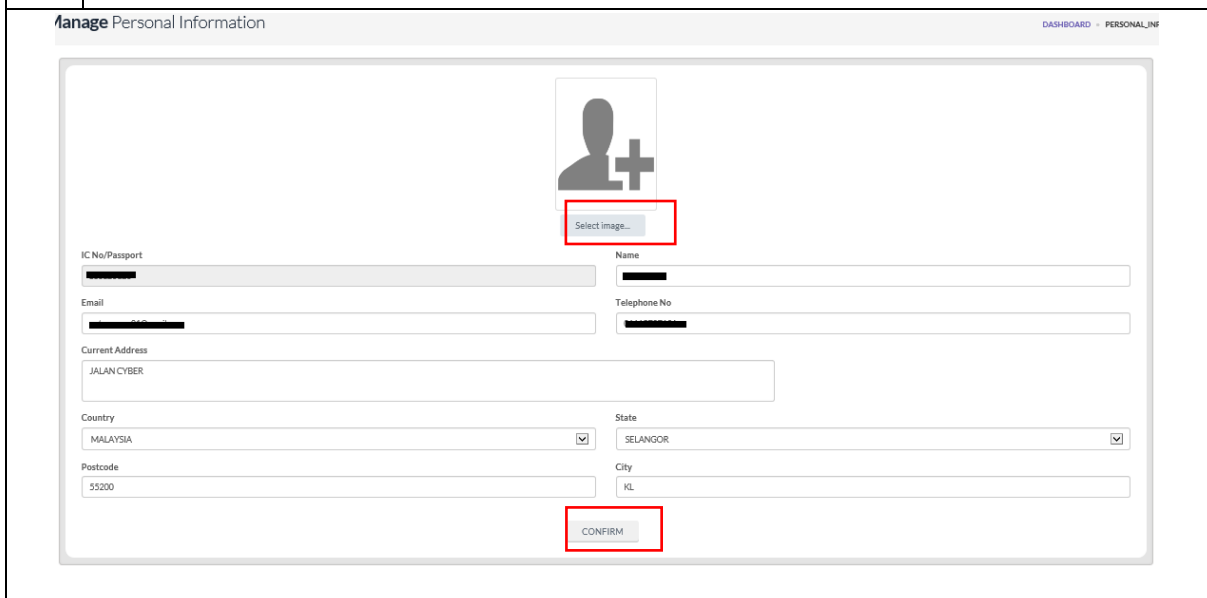
To re-enter your username, click on **Back** button.



3. Upon successfully login, you will be directed to MYCRS **Dashboard** page.



4. To update your profile, point cursor to your name and select **My Profile** menu.



5. Update the information accordingly.
- If you want to add image, click on **Select image...** button and select appropriate picture from your computer.
  - To change the picture, click on **Change** button and re-select appropriate picture from your computer.
  - To remove the picture, click on **Remove** button

Click on **CONFIRM** button. MYCRS will display confirmation message “Confirm to update your personal information?”. Then, click on **Confirm** button.

Then, MYCRS will display message “Your personal info is successfully UPDATED” and you may click on **OK** button.