



Managing My Profile

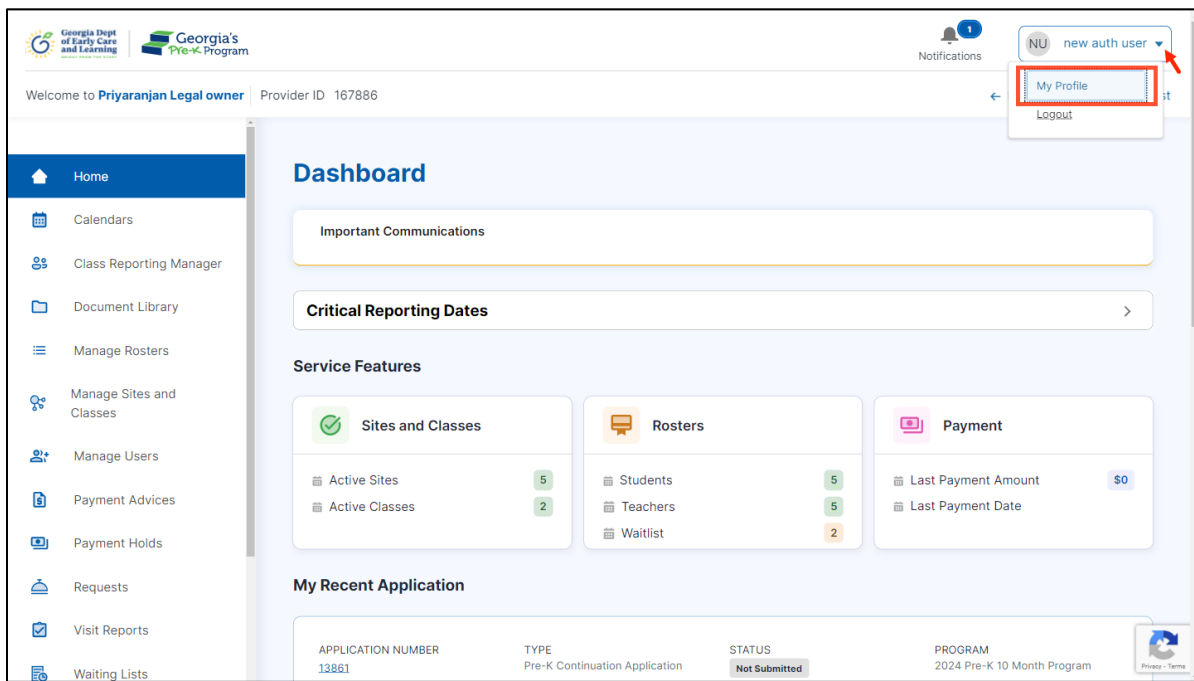
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Managing Profile

This activity ensures that your contact information, role-specific details, and account settings are accurate and up to date. Proper profile management facilitates seamless communication with program administrators, ensures that you receive important updates and notifications, and maintains the security of your account.

To manage your Profile, perform the following steps:

1. On the Pre-K Program welcome page, click the Username [User Profile] down arrow.
2. Select the **My Profile** button from the drop-down list.



You will be directed to the My Profile page.

Viewing Provider Information

On My Profile page, this section helps you organize and update all details about your Pre-K program, including site locations, contact details, and operational status, to be current and accurate. This supports effective communication with state administrators and ensures compliance with program requirements. Accurate provider information also aids in resource allocation, monitoring program performance, and facilitating audits.

The **Provider Information** section displays the **Provider Details**, **Business Address**, and **Business Mailing Address** sections.

My Profile

×

Provider Information

Provider Details

* Provider Legal Name

Vikhyat Mehra Legal Owner

* EIN

123455555

* Type

Licensed

Business Address

* Street Address - 1

Clock Tower

* Street Address - 2

Tower-2

* City

Amalapuram

* County

Indal

* State

AP

* Zip Code

53322

Business Mailing Address

☐ Business Mailing Address is the same as Business Address

* Street Address - 1

TTT

* Street Address - 2

ttt-2

* City

Test

* County

India

* State

UP

* Zip Code

12346

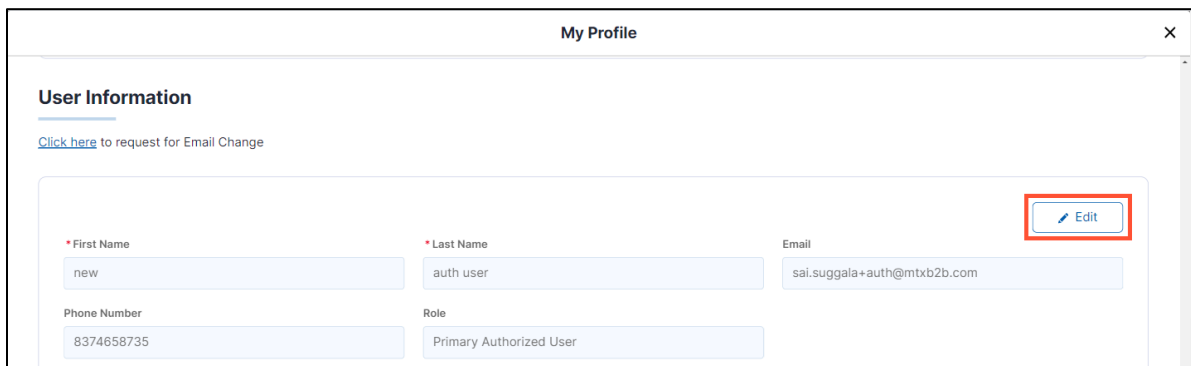
View and Edit User Information

This information helps streamline communication, ensuring that important updates and notifications are received promptly. It also allows for efficient management of user roles and access levels, ensuring that the right individuals have the correct permissions to perform their tasks. Maintaining exact user information supports accountability, enhances security, and helps smooth operation within the program.

To modify/change the User Information, perform the following steps:

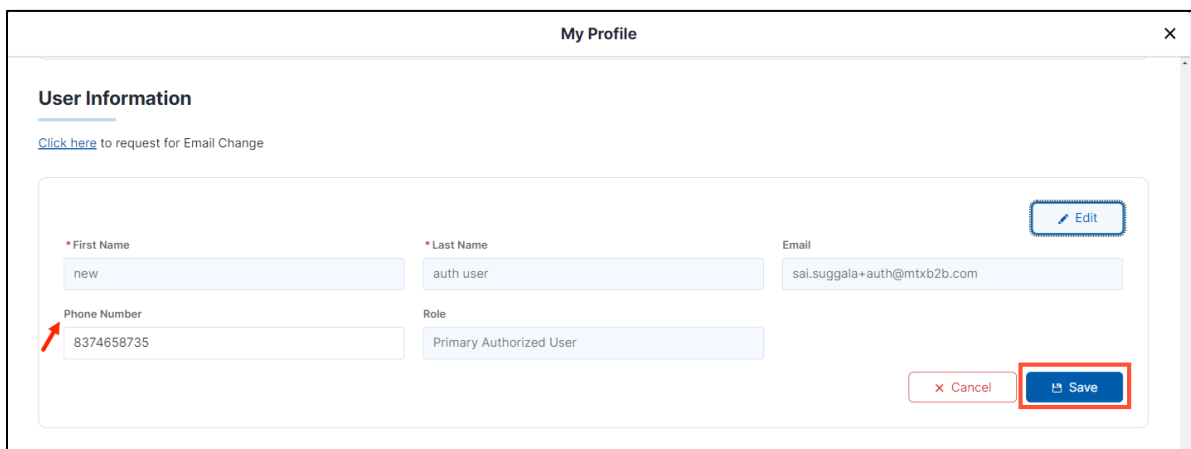
1. Scroll to the **User Information** section and click the **Edit** button.

Note: The **Click here to request for the Email Change** hyperlink is not displayed for the Project Director login.



The screenshot shows a 'My Profile' window with a 'User Information' section. Below the section title is a link: 'Click here to request for Email Change'. The form contains five fields: 'First Name' (new), 'Last Name' (auth user), 'Email' (sai.suggala+auth@mtxb2b.com), 'Phone Number' (8374658735), and 'Role' (Primary Authorized User). An 'Edit' button with a pencil icon is located in the top right corner of the form area and is highlighted with a red box.

2. Enter/Modify the *Phone Number* in the **Phone Number** field, then click the **Save** button.



This screenshot shows the same 'My Profile' window. A red arrow points to the 'Phone Number' field, which contains the value '8374658735'. The 'Save' button, located at the bottom right of the form area, is highlighted with a red box. A 'Cancel' button is also visible next to it.

**After saving, a success message will be displayed on the screen.*

View and Edit Financial Information

This information helps in tracking funding allocations, monitoring expenditures, and ensuring financial compliance with state guidelines. Accurate financial records support budget planning and resource allocation, enabling efficient use of funds to enhance program quality.

To modify/change the Financial Information, perform the following steps:

1. Scroll to the **Financial Information** section to view the data.
 - The **Click here to request a change of bank account information** hyperlink is not displayed for the Project Director login.
 - You will be directed to the **Change Request** tab by visiting the **Click here to request a change of bank account information** hyperlink.

The screenshot displays a web form titled "My Profile" with a close button (X) in the top right corner. The form is divided into two main sections. The top section contains personal information fields: "First Name" (value: users), "Last Name" (value: users), "Email" (value: sai.suggala+grannt@mtxb2b.com), "Phone Number", and "Role" (value: Project Director). An "Edit" button with a pencil icon is located in the top right of this section. The bottom section, titled "Financial Information" (highlighted with a red box), contains fields for "Financial Institution Name" (value: HDFC), "Routing Number", "Account Name", "Account Number", and "Account Type". A link "Click here to request a change of bank account information." is positioned above the financial fields. The form has a light blue header and a light gray background.