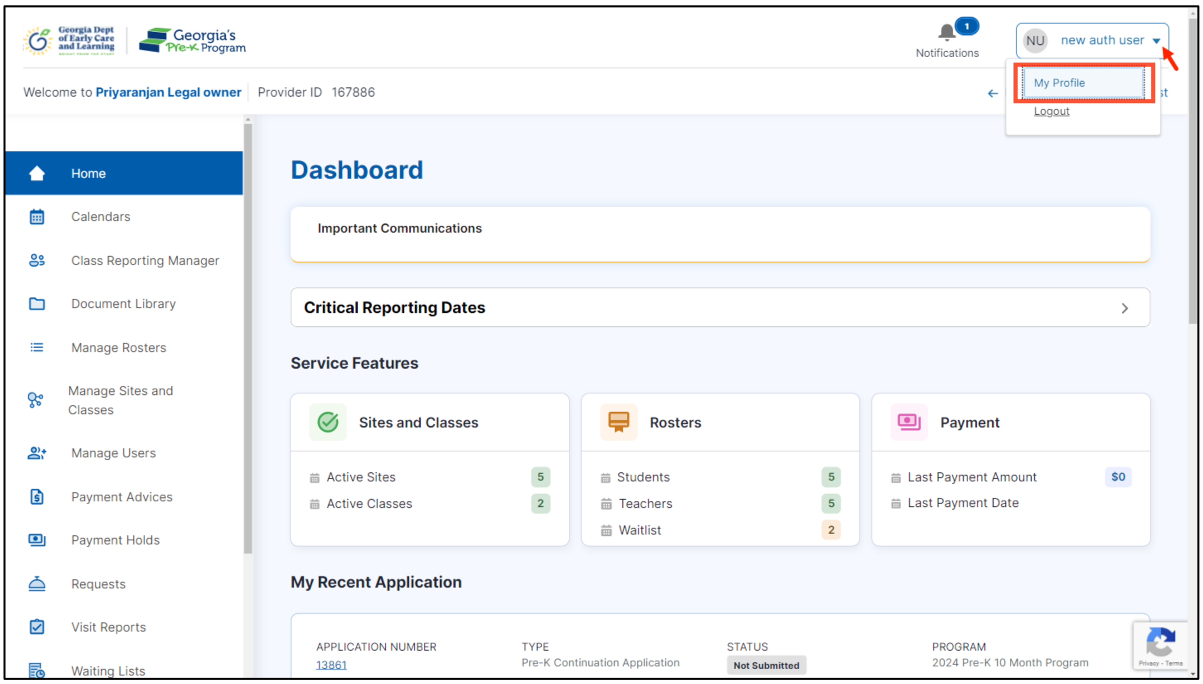
Managing My Profile

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.

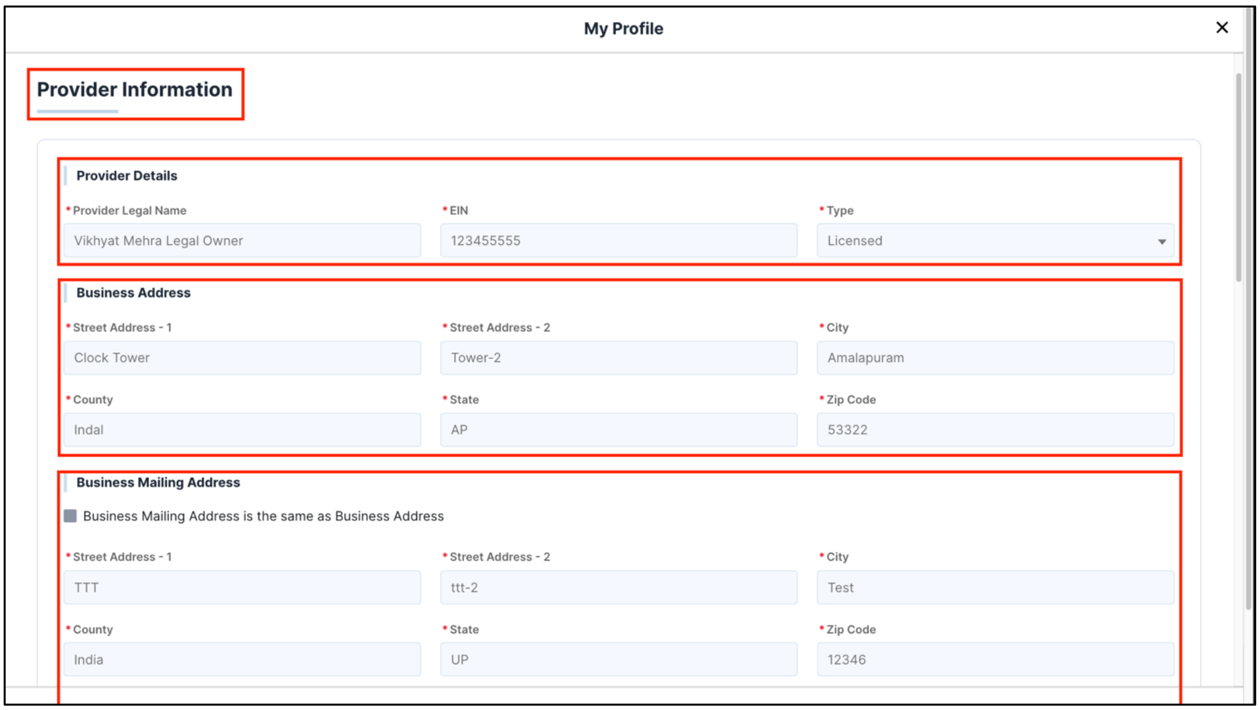


You will be directed to the My Profile page.

Viewing Provider Information

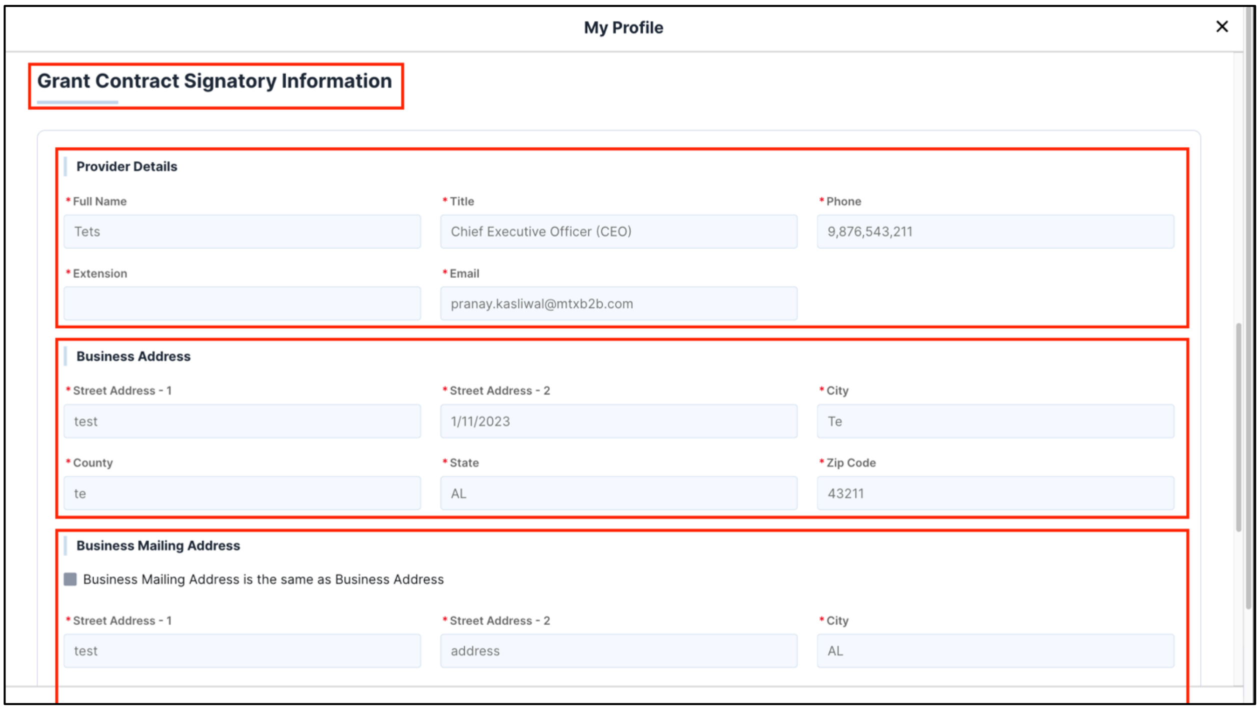
On My Profile page, this section helps you organize and update all details about your Pre-K program, including site locations, contact details, and operational status, to be current and accurate. This supports effective communication with state administrators and ensures compliance with program requirements. 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**.



Viewing Grant Contract Signatory Information

1. On the My Profile page, scroll to the **Grant Contract Signatory Information** section to view the **Provider Details**, **Business Address**, and **Business Mailing Address** of the provider who signed the Grant Contract.
   Note: This information will be displayed only if the status of the new/continuous Pre-K application is **Grant Agreement Finalized**. *This information cannot be edited under the My Profile section. To make a change to the Grant Contract Signatory, the Primary Authorized user must complete the Grant Signatory Change Request form under the Requests section in GAPREK and submit for approval.*



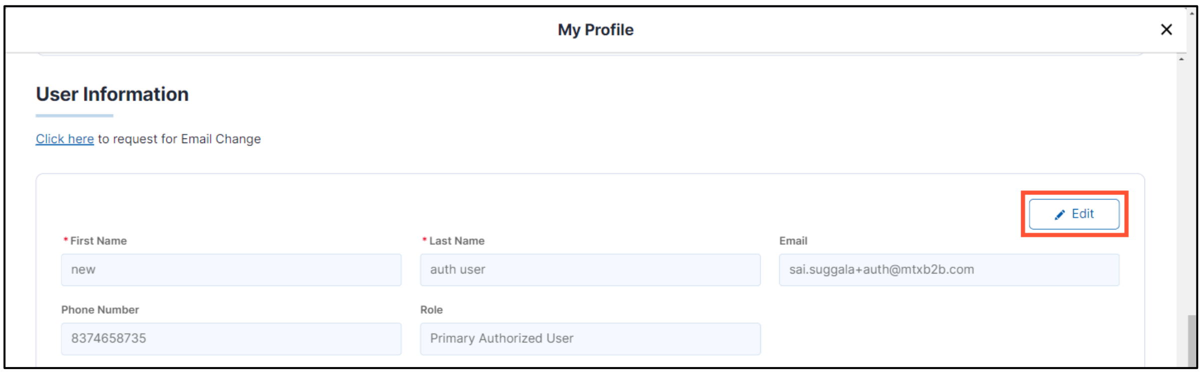
View and Edit User Information

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.

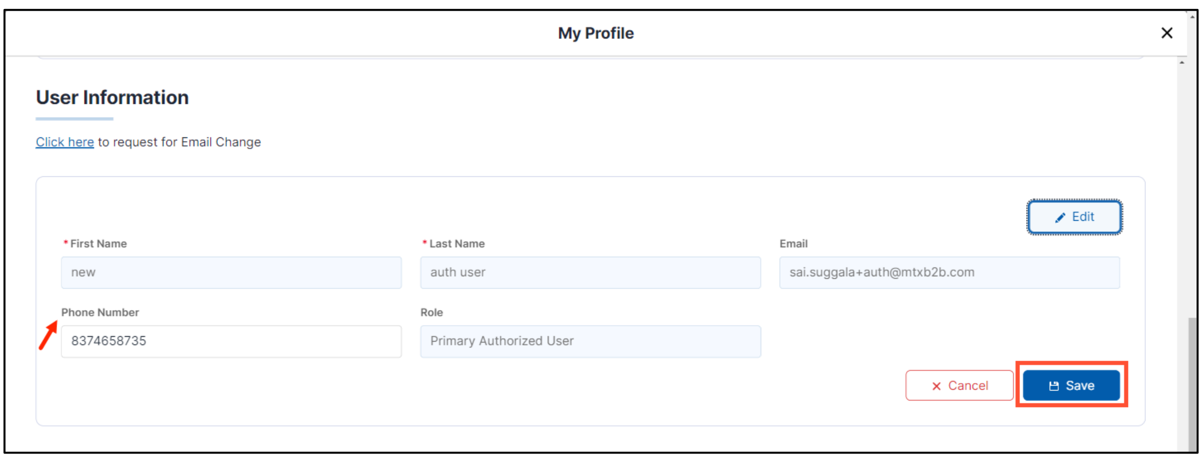
To modify/change the User Information, perform the following steps:

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.



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



**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.