

My Profile

Profile Info

Name: John Doe	Employer DEA(s):
Position/Rank:	Employer:
DOB:	
Primary Contact:	Employer Phone:
DEA Number(s):	Role:
Controlled Substance #:	
Professional License #: Type:	

Specialty

Add a Healthcare Specialty [Browse All](#)

★ Designates Primary Specialty

- ★ Allopathic & Osteopathic Physicians
Allergy & Immunology - Clinical & Laboratory
Immunology
- ★ Allopathic & Osteopathic Physicians
Allergy & Immunology

Setting

Time Zone

Contact Information

Change email address associated with this profile

Current Email: email@example.com

This tutorial steps through the PMP AWARxE User Profile screen to explain each section and what can be edited from within this view.

Learn to

- Access your User Profile
- Update your Healthcare Specialty
- Update your email address
- Update your Supervisors (for delegates)

Based on your role and the permissions set by your PMP Administrator, your screen may look different or lack some of the sections covered in this tutorial.

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Setting

Time Zone

UTC

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Access Your User Profile

To access this feature, navigate to the **User Profile** page in the **My Profile** section of the navigation menu or click your name in the upper right corner and select **My Profile** from the drop down menu.

General Profile Information

- The first section displayed in your User Profile is general profile information about you.
- This includes your name, DOB, and your system role (the role you chose during registration), as well as other role-related information.
- General profile information can not be edited by general users. If any of the information in this section is incorrect, contact your state PMP Administrator for assistance.

Image 1

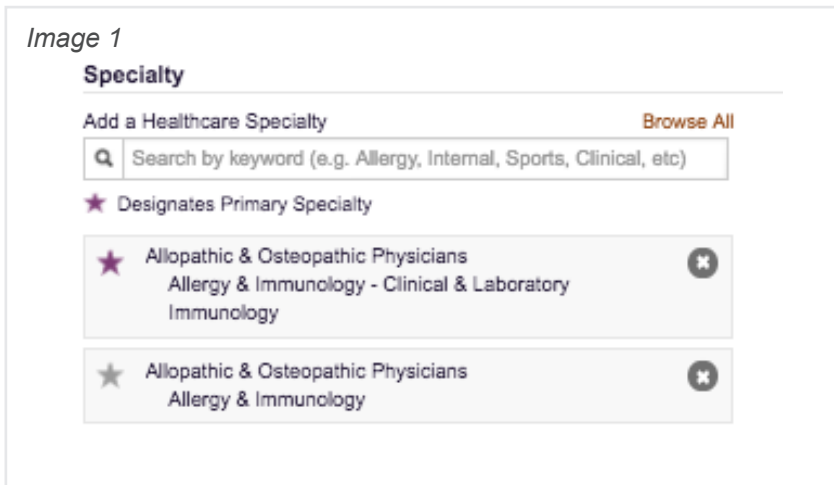
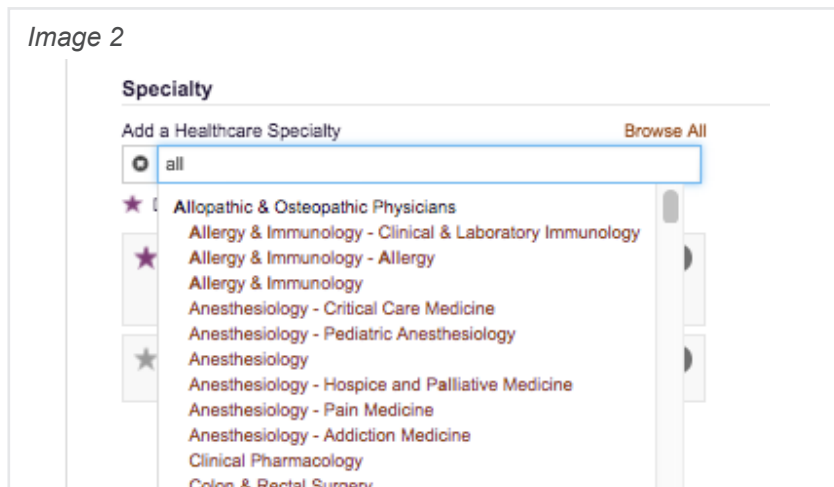


Image 2

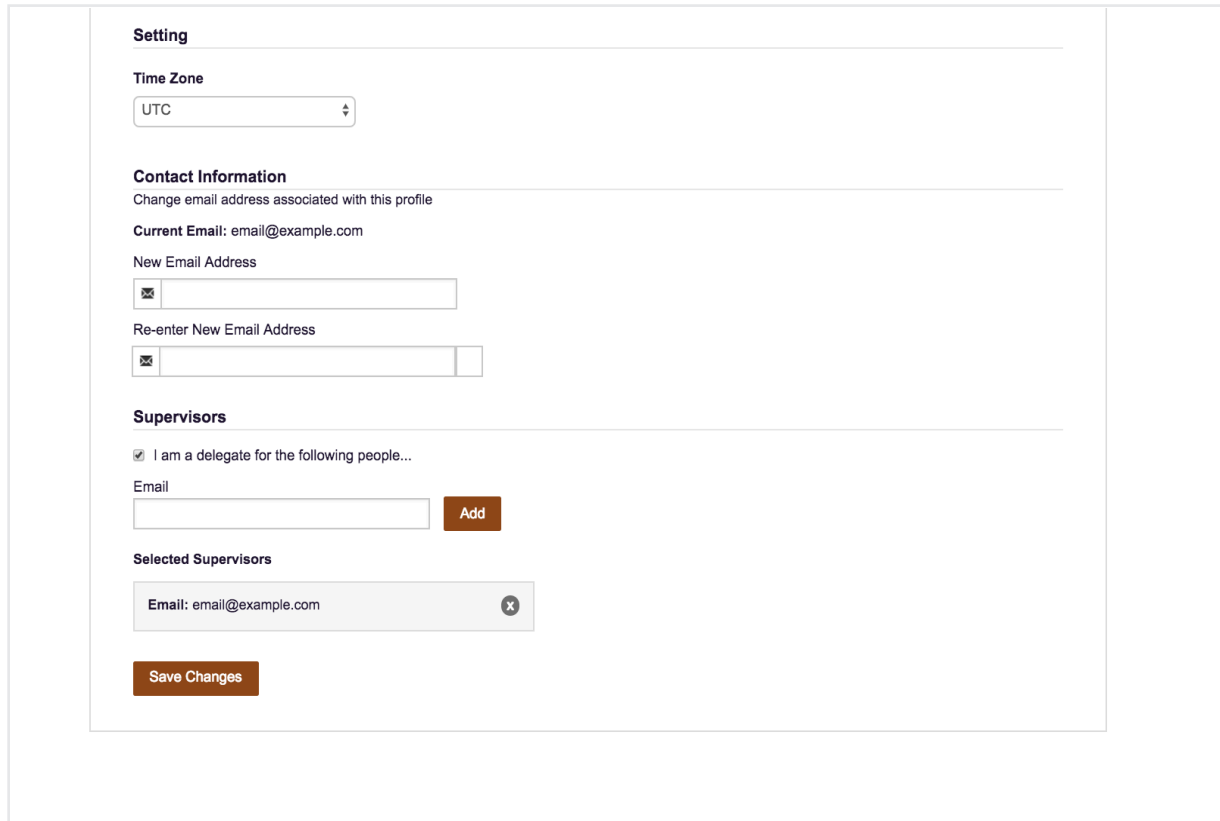


Healthcare Specialty

Healthcare specialty is the Taxonomy description that identifies your provider type and area of specialization

Add a Specialty

- The Healthcare Specialty chosen during registration should display as seen in image 1.
- To add a secondary specialty, simply type a specialty-related keyword in the search bar provided. A filtered list appears categorized by service area. See *Image 2*. Click the specialty to add it to your list, as shown in *Image 1*
- If you have multiple specialties, indicate which is your primary specialty by clicking it. This will push that specialty to the top of the list and mark it with a purple star icon.
- To switch the primary to a different specialty, simply click a different specialty.



The screenshot shows a user profile settings page with the following sections:

- Setting**
 - Time Zone**: A dropdown menu currently set to "UTC".
- Contact Information**
 - Change email address associated with this profile
 - Current Email:** email@example.com
 - New Email Address**: A text input field with an "x" icon on the left.
 - Re-enter New Email Address**: A second text input field with an "x" icon on the left.
- Supervisors**
 - I am a delegate for the following people...
 - Email**: A text input field with an "Add" button to its right.
 - Selected Supervisors**: A list containing one entry: "Email: email@example.com" with an "x" icon to its right.
 - Save Changes**: A large orange button at the bottom of the section.

Email Address

View your Email Address

The email address currently saved on your account will be displayed in the lower section of your User Profile.

To change your email address

1. In the **Change Email** field that appears directly below your current email address, enter the new email address.
2. Click **Re-enter Email** and type the email address again.
3. To save the new email, at the bottom of the page, click **Save Changes**.

UTC

Contact Information
Change email address associated with this profile

Current Email: email@example.com

New Email Address

Re-enter New Email Address

Supervisors

I am a delegate for the following people...

Email

Selected Supervisors

Email: email@example.com

Specify your Supervisors

For users who are delegates (those who make requests on behalf of others), you can modify your supervisor information from within your User Profile.

Add a Supervisor

1. In the email entry box, enter the supervisor's email address as it appears in PMP AWARxE, then click Add.
2. The supervisor's email will appear in a card. This supervisor must approve you before they can be selected as a person for whom you run reports.

Modifying Supervisor List

1. To remove a supervisor, simply click on the 'x' close icon on the card of the individual you wish to remove.