



**Administration for
Children's Services**

QUICK REFERENCE GUIDE:
USER PROFILE

USER PROFILE

Select the **User Profile** button in the top-right corner to update your personal contact information.

First Name, Last Name, and Language are required fields. You may add a telephone number if you choose. The only thing you cannot change is your email address.

Once updated, select **Save**.

IMPORTANT: CAPS Online is not the system of record for licensed child care programs and registered child care providers. You **MUST** continue to update this information with your licensing/registration agency as required by regulation.

The screenshot shows the CAPS ONLINE user interface. At the top, there is a blue navigation bar with the CAPS ONLINE logo and links for Home, Placement Roster, Attendance, and Provider. On the right side of the navigation bar, the 'User Profile' button is highlighted with an orange box, along with a 'Logout' button. Below the navigation bar, the page title is 'User Profile'. The main content area is titled 'MY USER PROFILE' and contains a form with the following fields:

- Email Address: XXXXXX@XXXXX.XXX
- Last Name *: XXXXXXXXX
- First Name *: XXXXXXXXXX
- Telephone Number: (999) 999-9999
- Language *: EN - ENGLISH (dropdown menu)

At the bottom left of the form, there are two buttons: 'Save' (highlighted with an orange box) and 'Cancel'.