



**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.

Home Placement Roster Attendance Program Manage Users User Profile Logout

User Profile

MY USER PROFILE

Email Address
XXXXXXXXXX@XXXXXXXX.XXX

Last Name *
XXXXXXXXXX

First Name *
XXXXXXX

Telephone Number
(999) 999-9999

Language *
EN - ENGLISH

Save Cancel