

Enter your facility's name, in the ***Institution*** field. Enter your county's name in the ***Department*** field.

▼ Optional

Web page

ICQ number

Skype ID

AIM ID

Yahoo ID

MSN ID

ID number

Institution

Department

Phone

Mobile phone

Address

[Update profile](#)

If you are an HHSC employee, enter your Employee ID in the ID number box.

13. Select **Update profile**, at the bottom of the screen, to save this information.