

The Virginia Learning Center



VIRGINIA DEPARTMENT OF
SOCIAL SERVICES



Updating Your Profile

- Click on the down arrow adjacent to the ICON with your initials on the right-hand side of the screen
 - Click on Account
 - Click on Profile
 - To edit email address, click on Edit User Information
 - To edit organization, job titles, or Manager, click on Edit Work Information
 - Click on save after any edits