

# Web EOC – One Task Training

## How to Update your User Account Information

- Log in to login.juware.com
- Enter your email address and Password and click sign-in.
- Choose your position from the drop-down menu.

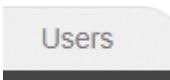
(You will be listed first by your region and then as a coordinator or chair for your region – ex: Reg. 1 Coordinator)

- Choose your Incident by name from the drop-down menu then click continue.
- Type in your name, location, and phone number (must include the 1)
- You may skip the comments and then click Continue.
- You are now on the “Home” page.
- 

Click on the admin tool



Click on the Users Tab



Find your email address and click on it

|                              |      |                     |
|------------------------------|------|---------------------|
| Mark.Pickett@wvumedicine.org | User | 03/15/2023 16:22:37 |
|------------------------------|------|---------------------|

The Users: Edit User form will appear. From here you can make changes to your account information.

When you are done, scroll to the bottom and click on the blue SAVE button

