

Updating Your Profile (Contact Information)

1. Go to <http://tln.learnflex.net>
2. Enter User Name
3. Enter Password
4. Select "Enter"
5. Select "Profile" from the top menu bar; far right side



6. Update "Basic Information"
7. Click "Save" when completed and/or "Next" to move to the next page.
8. Update "Work Address"
9. Click "Save"



NOTE: Updates are made to either the Basic Information section or the Work Address section only.



NOTE: Please contact the help desk at (701) 231-1087, should the account need to be updated due to separation of employment or retirement.