

## Updating Your Profile (Contact Information)



**NOTE:** The system will require an update/review of your profile information, twice per year upon logging in.

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

What's New

Registration

Learning Plan

Links/Resources

My Profile

6. Update "Basic Information".



**NOTE:** To change Password or Challenge Phrase and Answer, select the "Reset" button. Make changes and click "Save". If changes are made, click "Save" before selecting "Next" to move to Work Address section.

7. Click "Save" when completed and/or "Next" to move to the next page.
8. Update "Work Address".
9. The Account Information page will be displayed, review for accuracy.
10. Select "What's New" from the top menu bar to return to Home Page.



**NOTE:** Please contact the help desk at (701) 552-0672, should the account need to be updated due to separation of employment or retirement.