NEW YORK STATE OF OPPORTUNITY. | Office for People With Developmental Disabilities

CHOICES User Profile

User Guide

User Profile

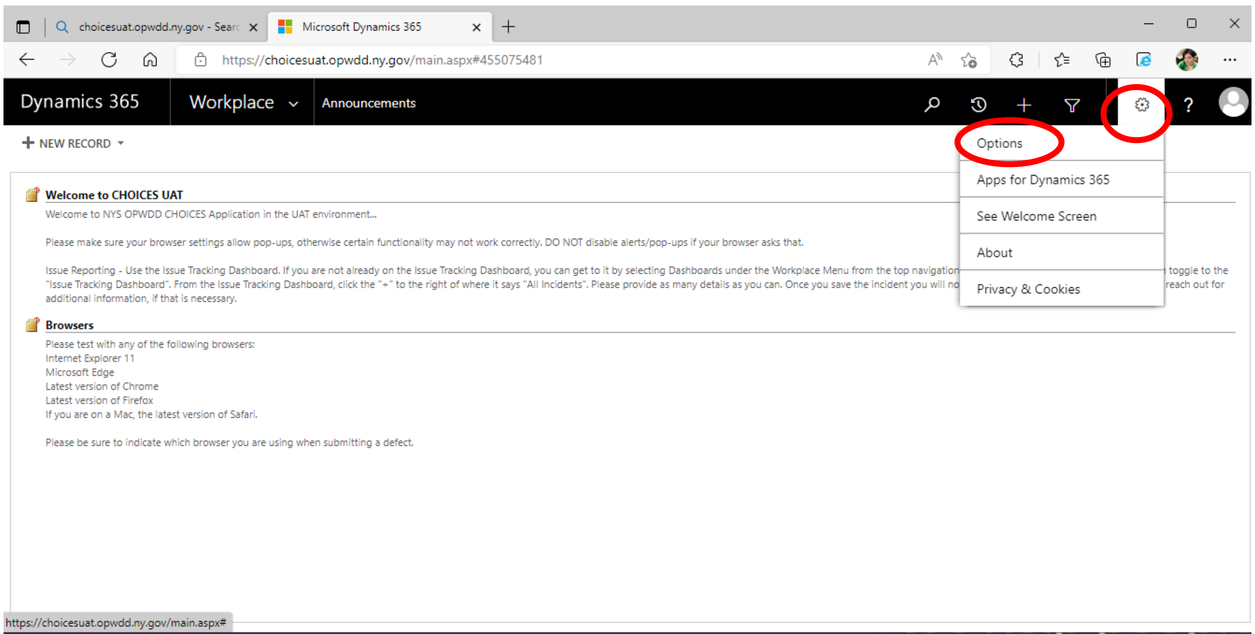
(The personal information and accompanying data shown in this guide are fictional and are used for illustrative purposes only.)

This guide will show the user how to view their User Profile. In the User Profile, you can keep your email address and phone number updated, view your Role (Security Role) and Business Unit in the CHOICES Application.

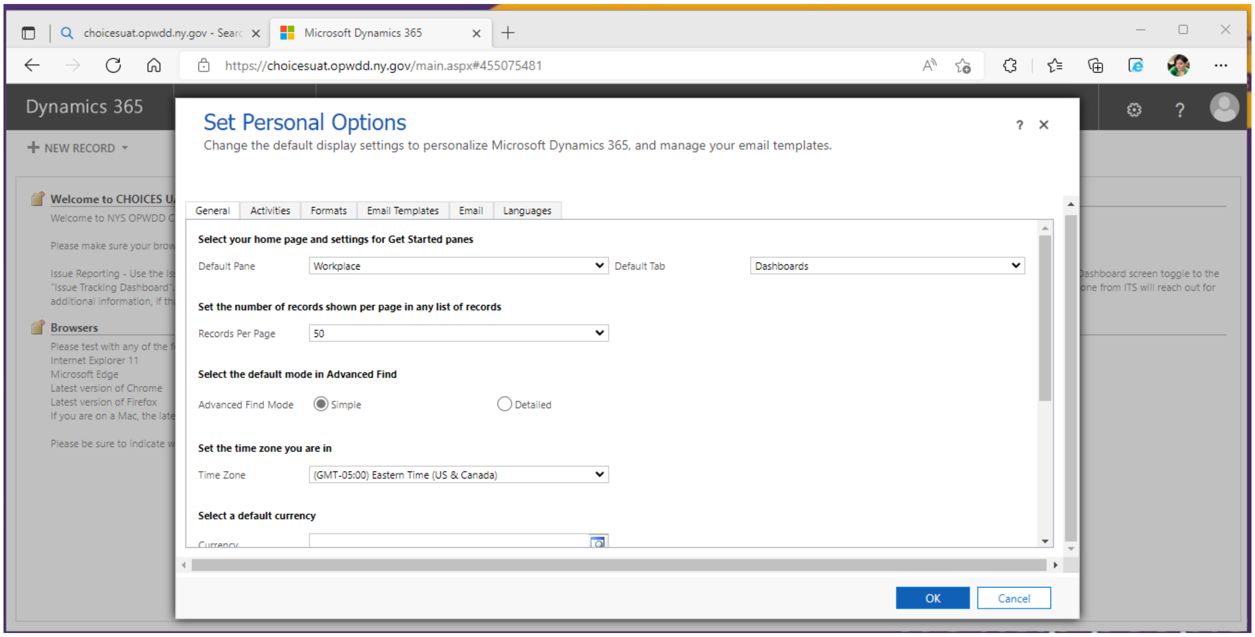
User Profile

From the main CHOICES Screen, click the **Setting** icon which is located at top right-hand corner.

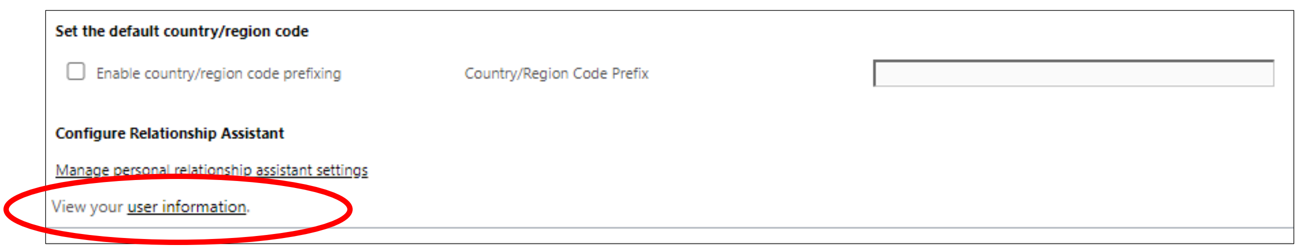
Then select **Options**.



The **Set Personal Options** screen displays.



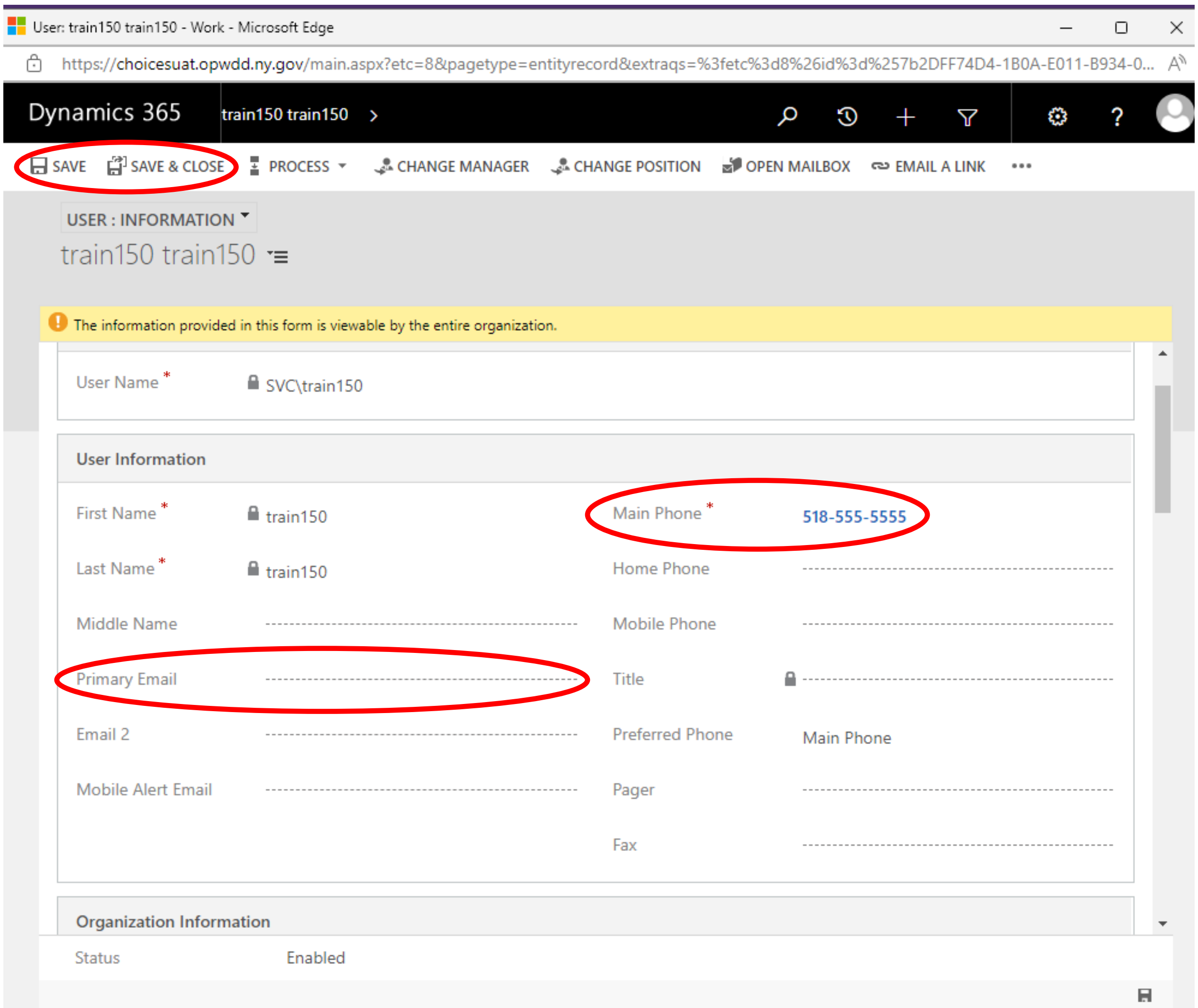
Scroll down to the bottom of the **Set Personal Options** screen. There is a sentence that says, “View your user information.” Click the words **user information** to open your User Profile.



Your User Profile Displays.

To update information, simply click inside a field that does not have a lock symbol next to it and type the updated information.

Once you have updated any information click **Save** to save your changes or **Save and Close** to Save your changes and close your **User Profile**.

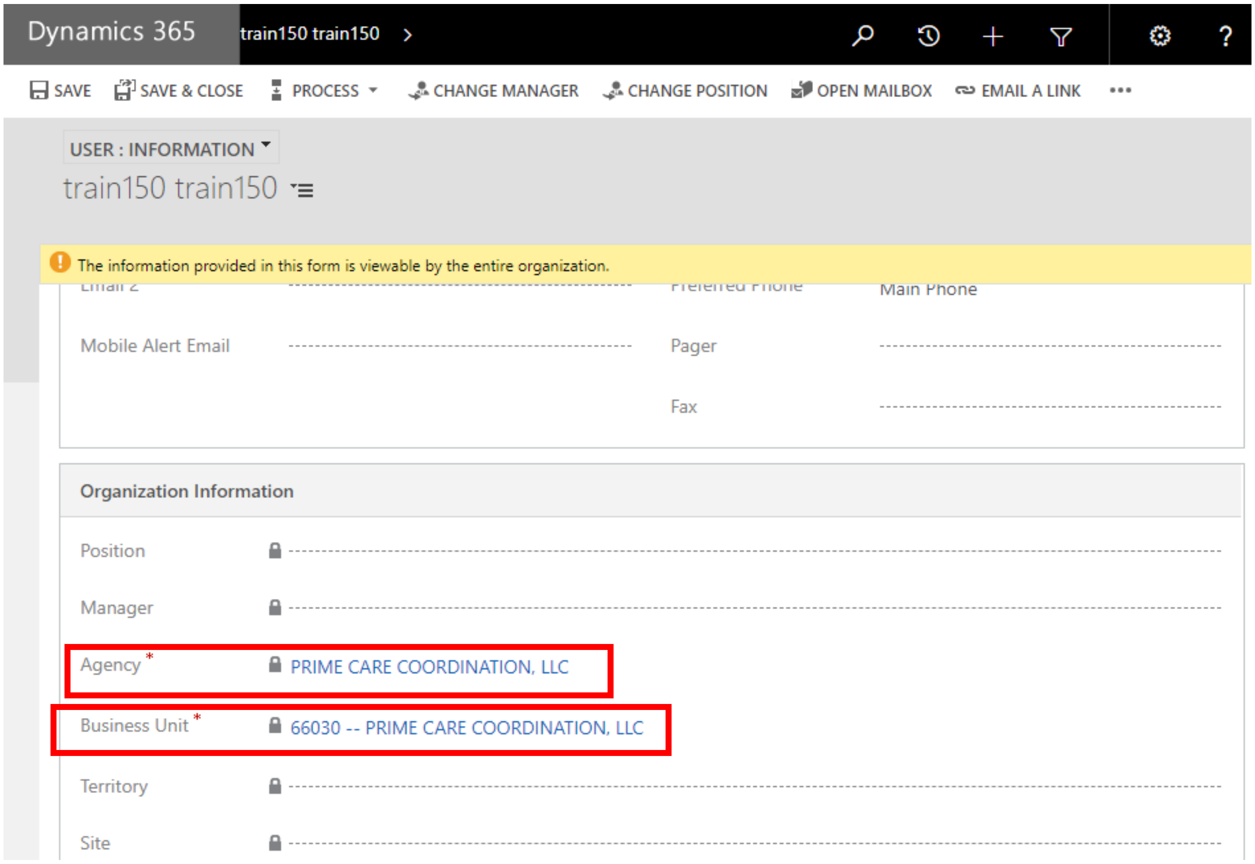


NOTE:

Please be sure that your Phone Number and Primary E-mail address are entered correctly. There is an auto-email process in CHOICES, where you will receive updates about documentation via email.

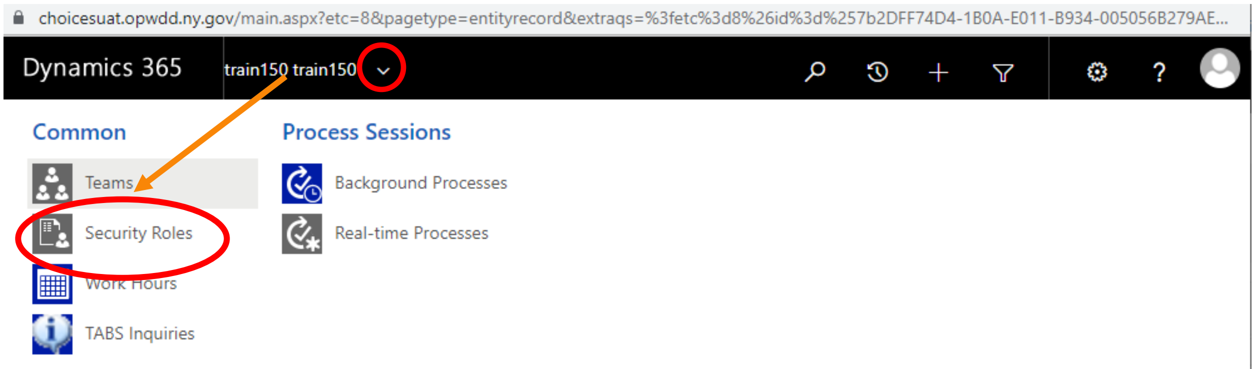
Business Unit and Agency

In the **Organization Information** section of the **User Profile** you can see what **Business Unit** and **Agency** you are assigned to.

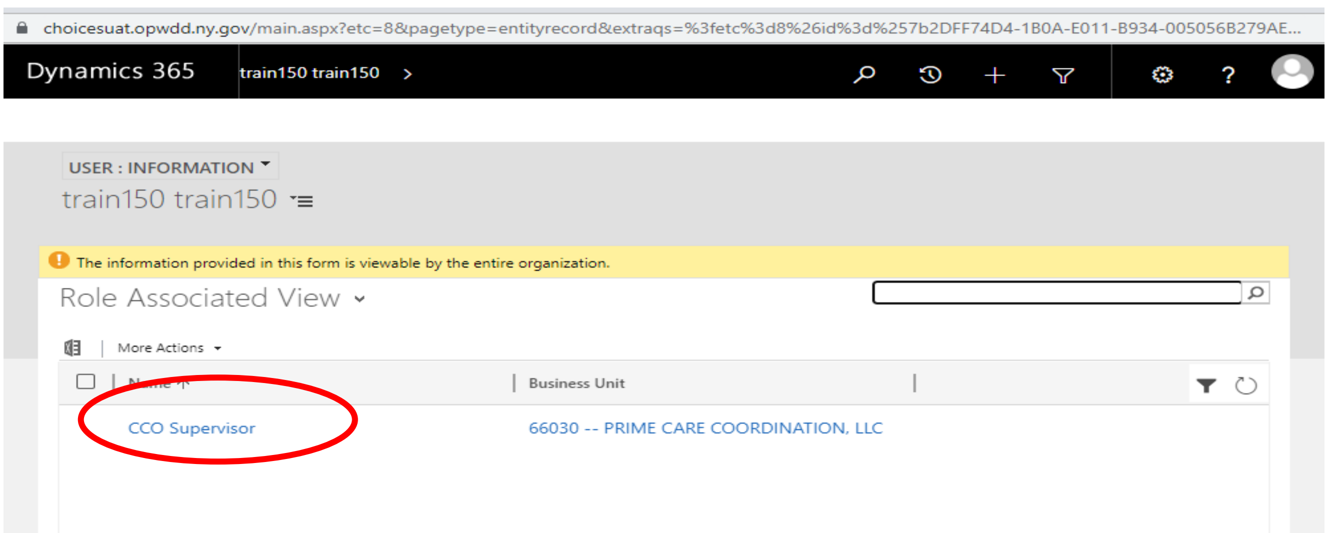


Roles

To view what role is assigned, click on the arrow next to the user name. The sub-sections will display, click the **Security Roles** tile.

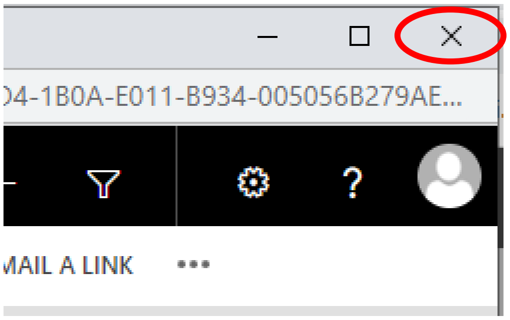


Your Role is listed under the Name column; your Business Unit also displays.



Exit User Profile

To close out of the **User Profile,** click the X in the right hand corner to exit.



From the **Set Personal Options** page, click **OK** or **Cancel**.