Learning & Development

How to Manage your Centre Profile

In this guide, we will look at how to manager your Centre Profile, how to update your staff list and how to look at your **'Account'** and **'Profile'**

How to look at your centre profile

To begin, you will want to cli This is a drop down which gi	ck on your name ves you several se	e at the top right of the screen. ections to choose from.]	1 🚨 g goode 🔻
				Home
In this instance, we will want	to choose the `M	ly Account' Section		My Profile
The 'My Account' section gi make sure this is updated at	ves you an overv all times.	iew of your Centre. Please		My Settings
Children's Support Serv	ice]		2 My Account
Type Phone Website Customer	Account Owner Glenn Goodenough 🐒			Contact Support
DETAILS RELATED				Logout
Account Name Children's Support Service	Account Owner Glenn Goodenough			
Parent Account	Centre ID 0 B03A14005830			
Ultimate Parent Account Children's Support Service	Netsuite BCS Customer ID			
Is Ultimate Parent	Phone			

How to update your staff list

Fax

Website

Account Status

Account Currency

British Pound

Active

At present, you will have to email BCS to update your staff list. To do this, please email the Accreditation Team on **bcs_accreditation@bcs.uk** with the staff change. If you're adding a staff member, please include their full name, email address and BCS role.

Your Salesforce Profile

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Home	Name Title	
My Profile	Manager Company Name	
MyProme	About Me	
My Settings		
My Account	Product Manager Security	
Contact Support	Email Phone	
logout	tashcain@live.co.uk	
Logout	Cell Fax	
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