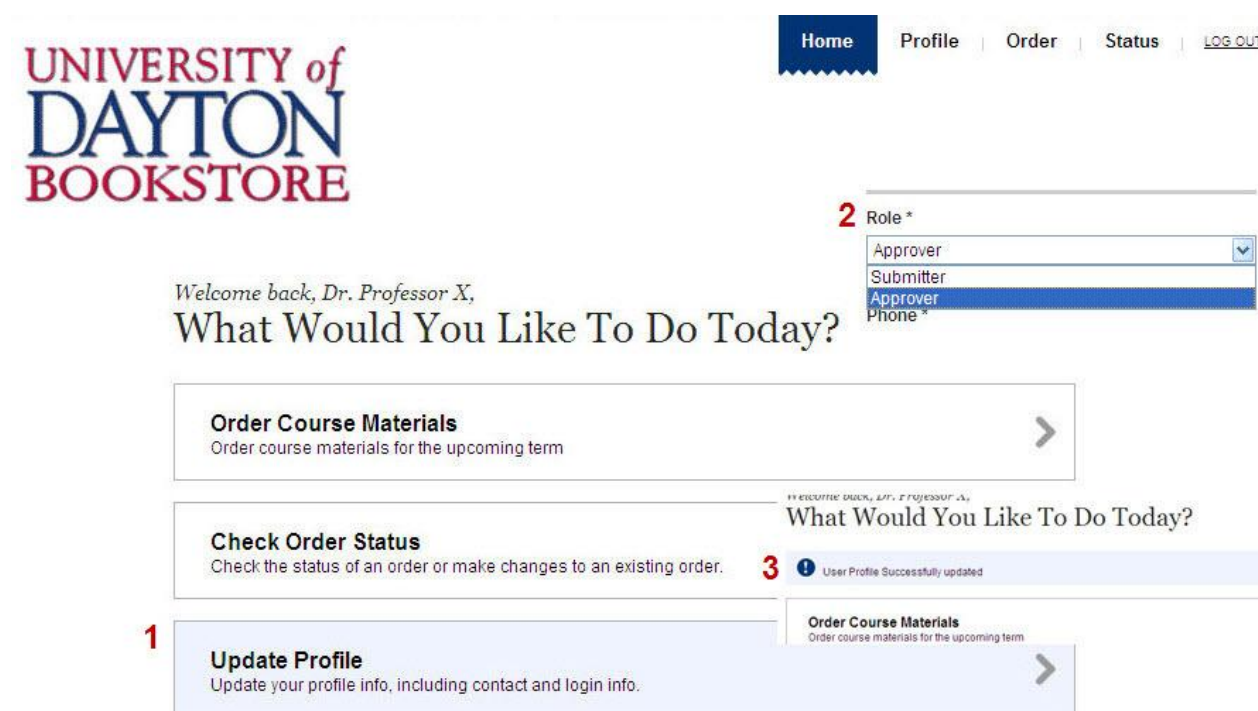


## Update Profile – General and Role

- From the Online Adoption tool's home page, click on update profile
- Change role and any other applicable information
- You will receive a notification that the user profile has been successfully updated once changes are successfully made to the profile.



The screenshot shows the 'UNIVERSITY of DAYTON BOOKSTORE' interface. At the top right, there are navigation links: Home, Profile, Order, Status, and LOG OUT. The main content area is titled 'Welcome back, Dr. Professor X, What Would You Like To Do Today?'. Below this, there are three main action buttons: 'Order Course Materials', 'Check Order Status', and 'Update Profile'. The 'Update Profile' button is highlighted with a red '1' next to it. To the right of the 'Update Profile' button, there is a dropdown menu for 'Role \*' with options: Approver, Submitter, Approver (selected), and Phone \*. A red '2' is next to the 'Role \*' dropdown. Below the 'Update Profile' button, there is a notification box with a red '3' and a blue icon, stating 'User Profile Successfully updated'. At the bottom right, there is a small 'Order Course Materials' button.

**Note:** The Approver role is reserved for the department chair person or any person on the institution's staff who is responsible to approving course material.