



TMS  
2.0

VA

# User Job Aid

Manage Your Profile

## User Job Aid: Manage Your Profile

### Purpose

The purpose of this job aid is to guide you through the step-by-step process of managing your profile in TMS 2.0.

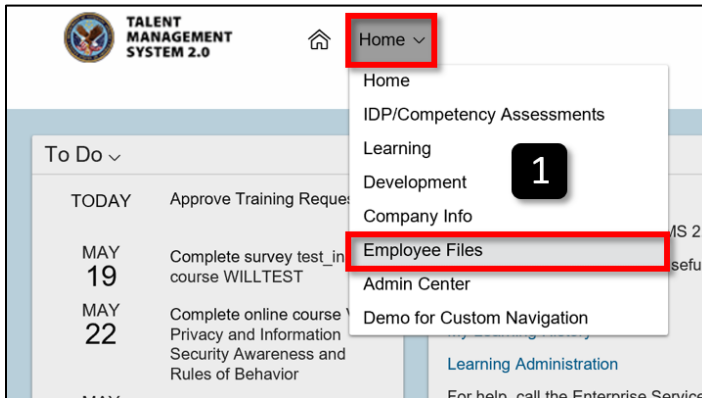
In this job aid, you will learn how to:

- Manage your profile

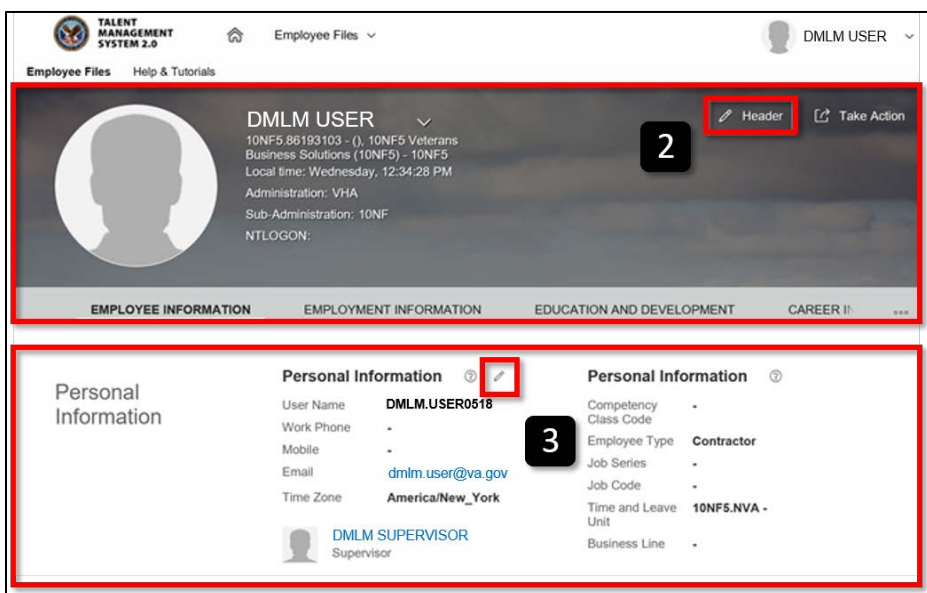


## Manage Your Profile

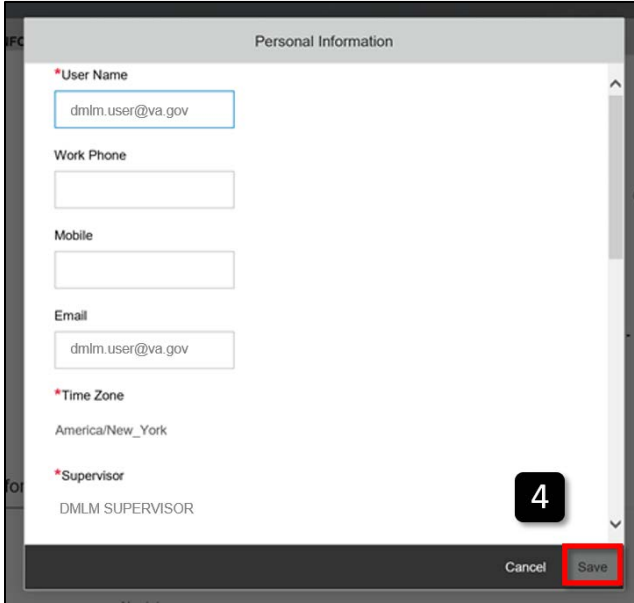
1. After logging into the TMS 2.0, select the **Home** drop-down menu and select **Employee Files**.



2. The Employee Files page displays. Select the **Header** link to edit your profile picture and background image.
3. Select the **Edit** (pencil) icon to update personal information.



4. Enter updated information and select **Save**.



5. Scroll down the page or use the navigation bar to edit other profile information, such as Employment Information, Education and Development, and Career Interests.

