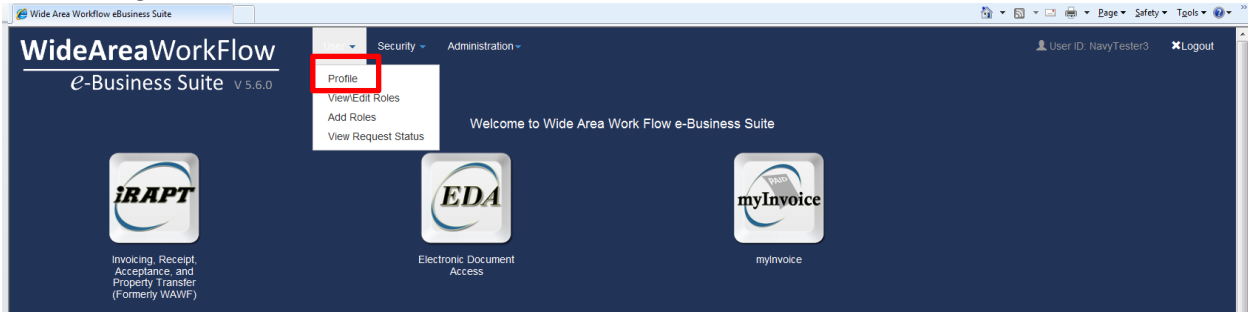


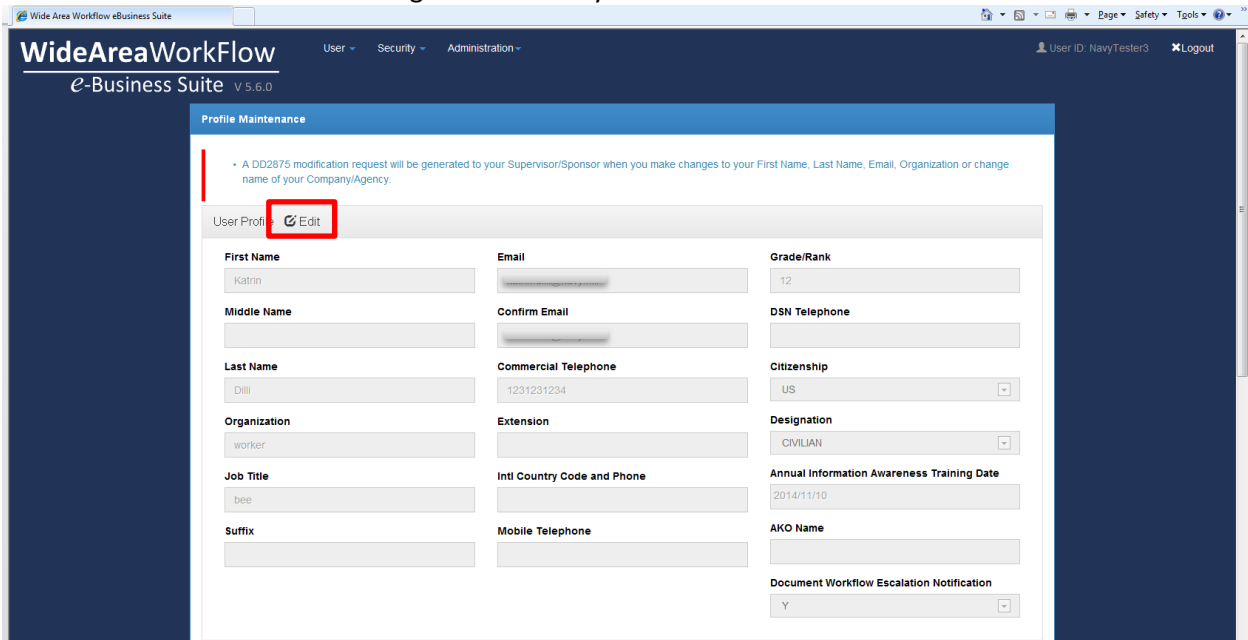
## Changing User Profile

*Note: A DD2875 modification request will be generated to your Supervisor/Sponsor when you make changes to your First Name, Last Name, Email, Organization or change name of your Company/Agency.*

The user logs on to WAWF and selects “Profile”



User clicks on “Edit” to make changes as necessary



User scrolls down to see all the information

Wide Area Workflow eBusiness Suite

Document Workflow Escalation Notification  
Y

Supervisor Information [Edit](#)

<b>First Name</b>	<b>Email</b>	<b>Phone</b>
a		
<b>Last Name</b>	<b>Confirm Email</b>	<b>Extension</b>
supervisor		
<b>Job Title</b>	<b>DSN Telephone</b>	<b>Intl Country Code and Phone</b>
supervisor	3213213	

Agency Information [Edit](#)

<b>Agency Name</b>	<b>City</b>	<b>Country</b>
adfas	asdfsad	adfasd
<b>Address</b>	<b>State</b>	<b>Organization</b>
fadsadf	fsdfasd	fasdfsa
	<b>Zip</b>	<b>Office Symbol</b>
	90210	dfsdfsd

[Home](#) [Help](#)

Agency Information Update—User makes changes and clicks “Submit”

Wide Area Workflow e-Business Suite v 5.6.0

User Security Administration User ID: NavyTester3 Logout

Agency Information

<b>Agency Name *</b>	<b>City *</b>	<b>Country *</b>
adfas	asdfsad	adfasd
<b>Address *</b>	<b>State *</b>	<b>Organization</b>
test test one two	fsdfasd	fasdfsa
	<b>Zip *</b>	<b>Office Symbol</b>
	90210	dfsdfsd

[Submit](#) [Cancel](#) [Help](#)

\* Asterisk indicates required entry

User receives a successful message

Wide Area Workflow e-Business Suite v 5.6.0

User Security Administration User ID: NavyTester3 Logout

Profile Maintenance

Your information has been updated successfully.

User Profile [Edit](#)

<b>First Name</b>	<b>Email</b>	<b>Grade/Rank</b>

## Sample User Profile Update—User changes last name and clicks “Submit”

WideAreaWorkflow e-Business Suite V 5.6.0

User - Security - Administration - User ID: NavyTester3 Logout

### Update User Profile

<b>First Name *</b> Katrin	<b>Email *</b> [Redacted]	<b>Grade/Rank *</b> 12
<b>Middle Name</b> [Redacted]	<b>Confirm Email *</b> [Redacted]	<b>DSN Telephone</b> [Redacted]
<b>Last Name *</b> Tester	<b>Commercial Telephone !</b> 1231231234	<b>Citizenship *</b> US
<b>Organization *</b> worker	<b>Extension</b> [Redacted]	<b>Designation *</b> CIVILIAN
<b>Job Title *</b> bee	<b>Intl Country Code and Phone !</b> [Redacted]	<b>Annual Information Awareness Training Date *</b> 2014/11/10
<b>Suffix</b> [Redacted]	<b>Mobile Telephone</b> [Redacted]	<b>AKO Name</b> [Redacted]
		<b>Document Workflow Escalation Notification</b> Y

Submit Cancel Help

\* Asterisk indicates required entry

User receives a successful message:

Your information has been updated successfully. A DD2875 modification request is generated to your Supervisor/Sponsor. Your access to Wide Area Workflow e-Business will be disabled if your supervisor/sponsor fails to approve your request within 30 days.

WideAreaWorkflow e-Business Suite V 5.6.0

User - Security - Administration - User ID: NavyTester3 Logout

### Profile Maintenance

Your information has been updated successfully. A DD2875 modification request is generated to your Supervisor/Sponsor. Your access to Wide Area Workflow e-Business will be disabled if your supervisor/sponsor fails to approve your request within 30 days.

User Profile [Edit](#)

<b>First Name *</b> Katrin	<b>Email *</b> [Redacted]	<b>Grade/Rank *</b> 12
-------------------------------	------------------------------	---------------------------