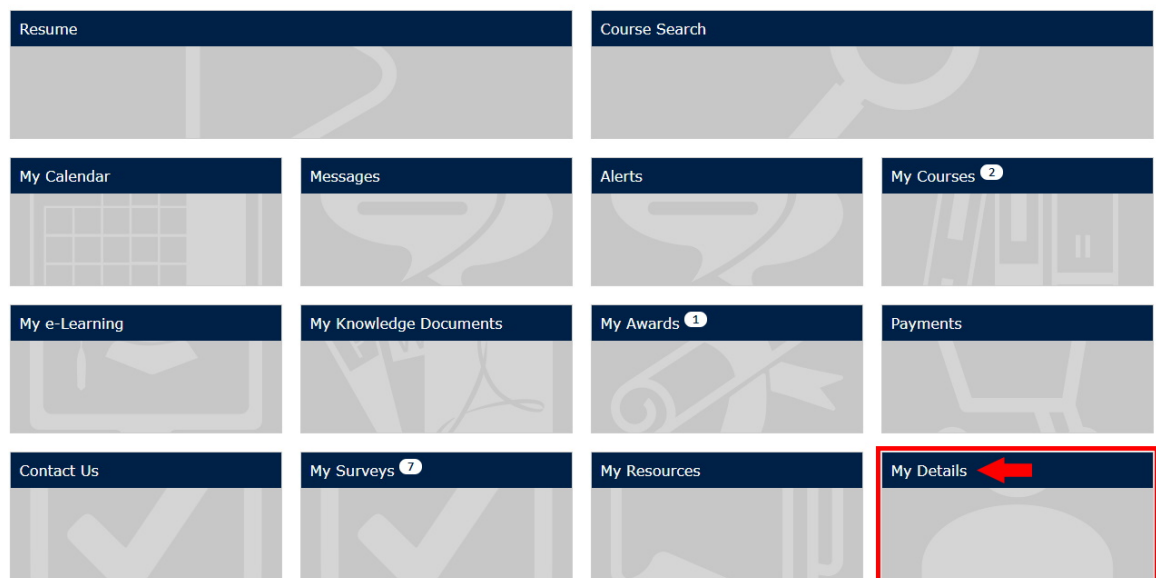


Instructions on how to update your CoSy Portal personal details

1. Click on the following link to access your CoSy Portal:
<https://cosy.ox.ac.uk/accessplan//LMSPortal/UI/Page/Dashboard.aspx>
2. You will then be asked to fill in your SSO and password.
3. The CoSy Portal will now be available.

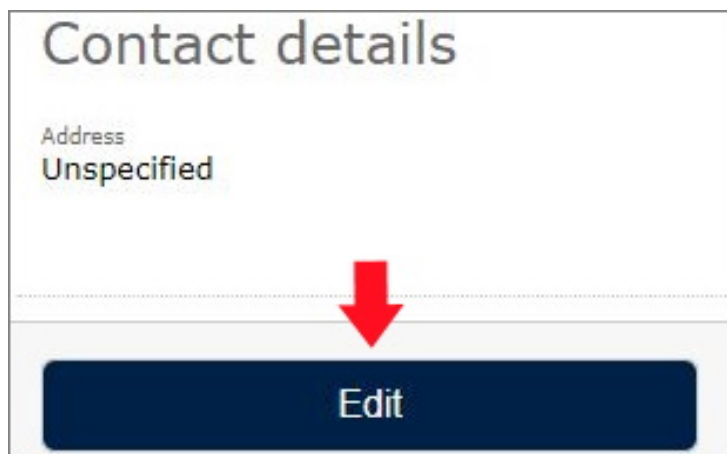
SHARED TRAINING MANAGEMENT SOLUTION

WELCOME *Your Name*



In the bottom right hand corner click on **My Details**

4. Now select **Edit**.



5. If your details aren't filled in you'll need to complete them yourself, however, you don't need to complete every field.

Edit user profile

Account details

UserId

Name

Title

First name

Middle name(s)

Last name

Job details

Job title

Contact details

Email

Phone number

Mobile number

Fax number


Street

Town


County

Marketing Preferences


Receive emails about IT Learning Centre courses, workshops and talks. *

Yes 

Receive emails about Bodleian Libraries courses, workshops and talks. *

No 

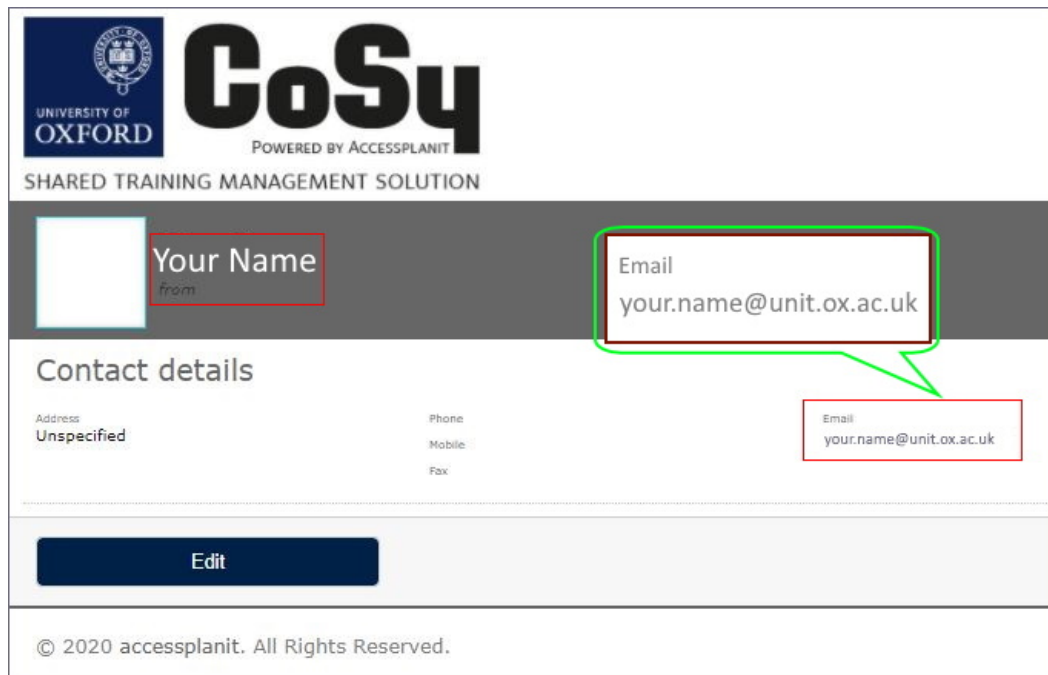
Receive occasional communications about other learning activities at Oxford. *

Yes 

We will use and protect your data in line with our Privacy Policy

The **UserID** will already be completed. You now only need to complete the fields in the red boxes, '**Title**' (optional), '**First Name**', '**Last Name**' and '**Email**'. Then Under Marketing Preferences you need to select **Yes** to received emails about IT Learning Centre courses etc. and then select Yes or No in the next 2 boxes depending on what other information you wish to receive emails about. Finally select **SAVE**.

6. This will lead you to the final window which should now include the following details:



Your **Name** and your **Email Address**.

7. Finally, from the same page click on the **3 dots** in the top right-hand corner of the window (**1**) and then go to the bottom of the menu that comes up and select (**2**) **logout** to exit the CoSy Portal.

