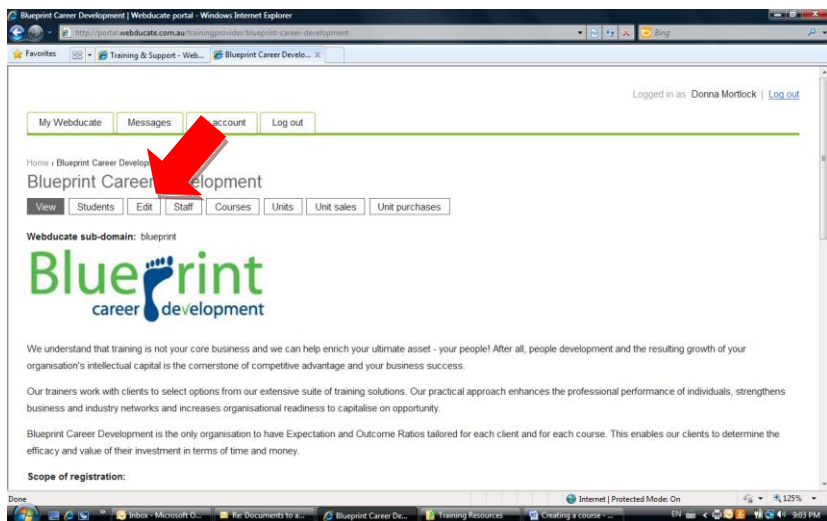


## STEP 1

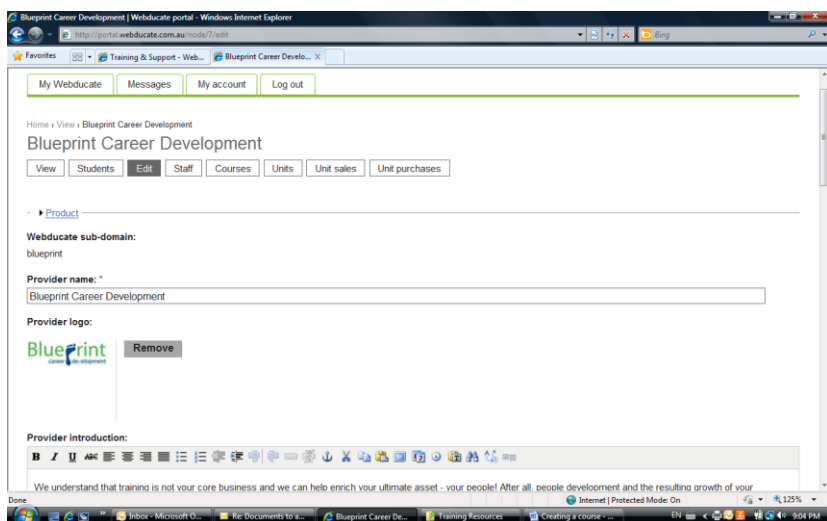
Login to your Webducate portal and click on the link in the “My Organisations” box for the name of your organisation.

Although all staff can see the information in the Organisation Profile, it can only be edited by a user with Administration permissions.



## STEP 2

Click the “edit” tab.



## STEP 3

Edit the information in the text fields provided by typing or cut/copy paste. Information that can be edited includes:

- Provider name
- Provider logo (an upload image facility)
- Provider information
- Scope of registration
- Registration number
- ABN
- Physical and postal addresses
- Email, phone and website
- Copyright information

You cannot edit the Webducate sub-domain as this was created for you when your portal was set up.

Once you have entered or edited all the information, click “save” at the bottom of the page.