

Updating Your Florida SHOTS User Profile

Go to the “User Profile” page by clicking the icon next to your name at the top of the menu:

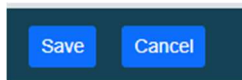


Verify your information is correct. Then, in “Personnel Information,” enter your email address in the area highlighted in blue:

Email Address:*

Example: Jane.Smith@example.com

In the upper right corner of the “User Profile” page, click **Save** to keep the email address or **Cancel** to start over:



“Associated Service Sites” lists all active service sites for an organization. Select the service site(s) where you work by clicking its toggle button, changing it from grey to blue:



For assistance locating a site, you can begin typing its name or address in the “Find Site” box. After selecting the service site(s), click **Save Selection**.

Associated Service Sites

Save Selection **Cancel** **Select All Sites** **Remove All Sites** **<** **>**

| | | | |
|-------------------------------------|----------------|--|-----------------|
| <input type="checkbox"/> | SERVICE SITE 1 | Address: 48 SEMINOLE DR TALLAHASSEE, FL 32317 | VFC PIN: 650033 |
| <input checked="" type="checkbox"/> | SERVICE SITE 2 | Address: 123 TEST SERVICE SITE TALLAHASSEE, FL 32311 | |
| <input type="checkbox"/> | SERVICE SITE 3 | Address: 2855 MERCHANTS ROW BLVD TALLAHASSEE, FL 32311 | |