

USER MANUAL – USER PROFILE

TARGET AUDIENCE: USERS

Updated November 1, 2024

USER PROFILE

To update your user profile in the Forms Manager, you can either...

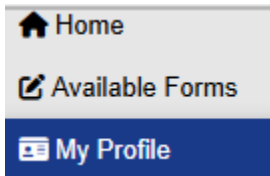
1. Select "Update Profile" on your FHS Forms Homepage...



Update Profile

OR

2. Select "My Profile" on the lefthand drop down menu...



Note for Internal Users: If you are an internal McMaster medical learner, most of your profile information is being informed by your MedSIS profile. Fields that are informed by MedSIS will be greyed out. If any of the information is incorrect in your profile, it will need to be updated in your MedSIS profile. It will take 24 hrs. for corrections to sync to the Forms Manager.

Note for External Users: If you are a non-McMaster user, any information you save in your Forms profile, will pre-populate in subsequent forms.

QUESTIONS?

If you have any questions or difficulties with this process, please contact the FHS Forms Manager Team at fhsforms@mcmaster.ca.