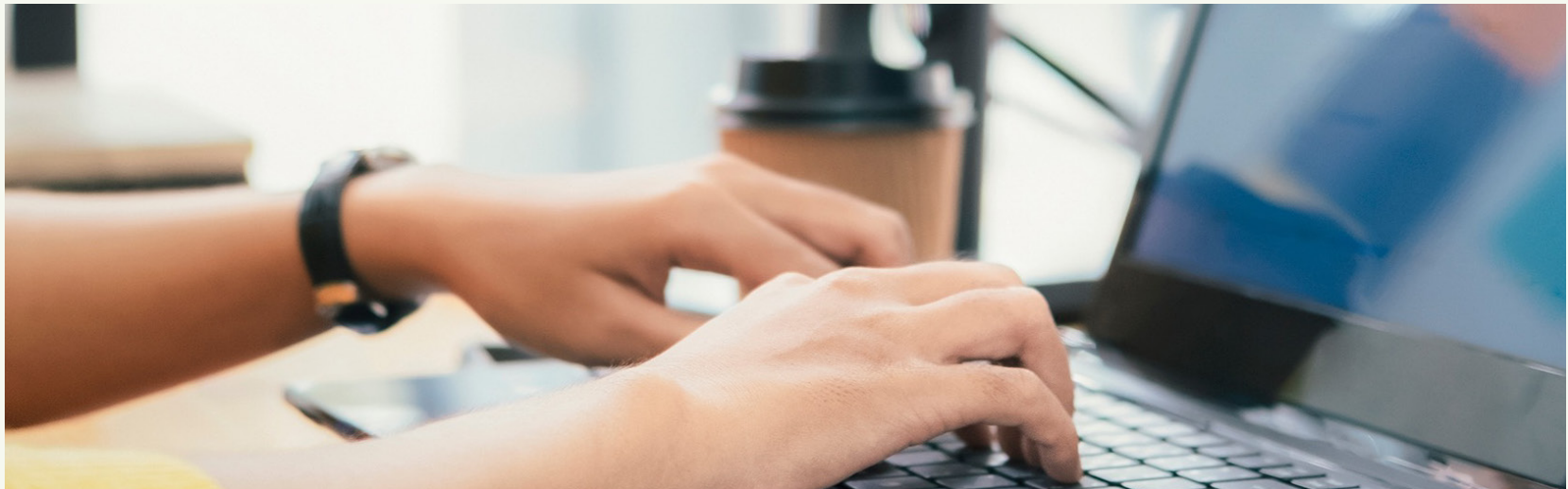


2026 - 2027

Surrey Place Website

How-to Help Guides

Learn how to use the profile section



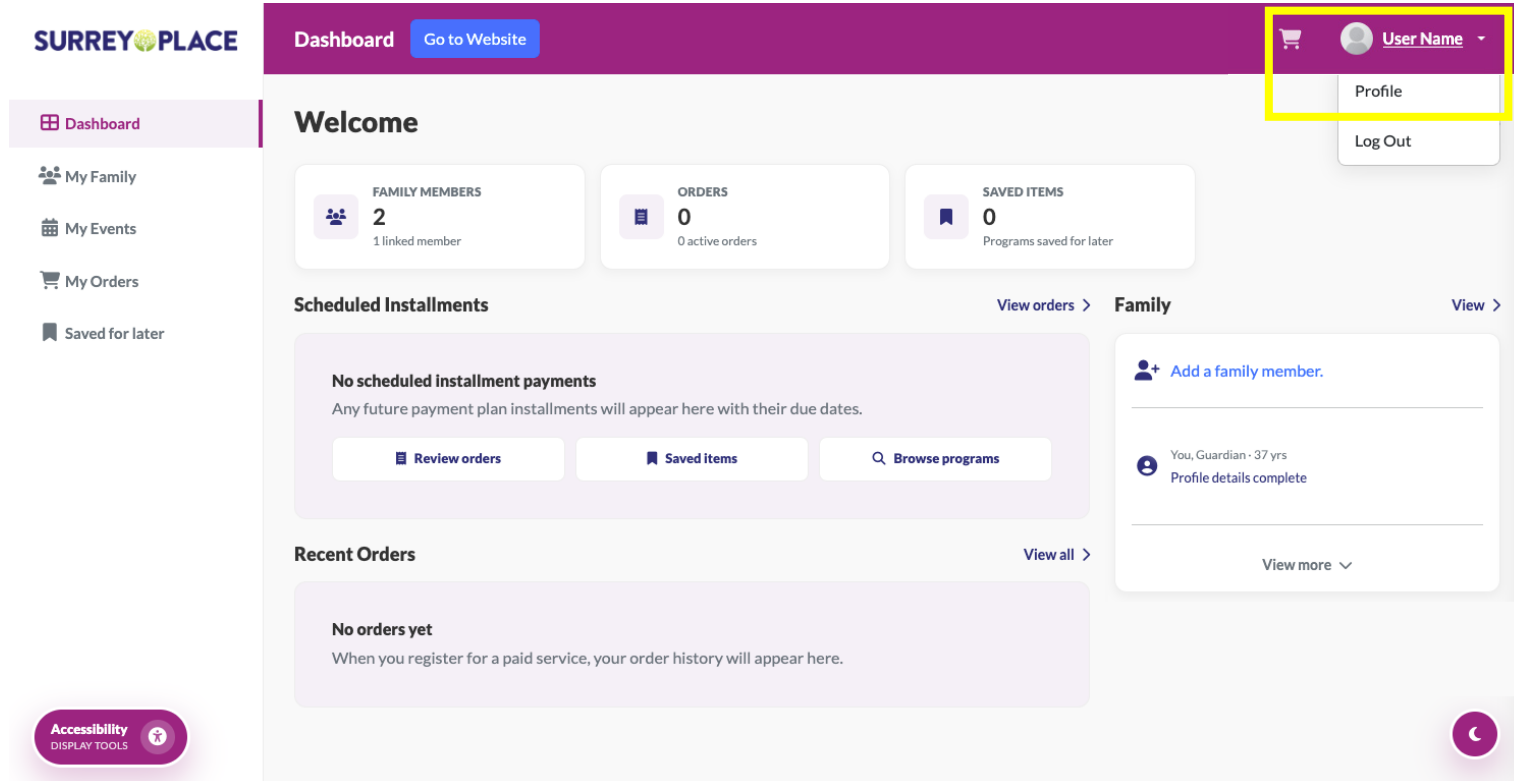
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STEP 1:

- ▶ To access the Profile section, click on your name located at the top-right hand side of the screen and select **Profile**.



STEP 2 :

You will be redirected to the **My Profile** page.

It contains the following fields:

- ▶ 1. Personal Information
- ▶ 2. Delete Account
- ▶ 3. Update Password
- ▶ 4. Security - 2FA

SURREY PLACE Profile Settings [Go to Website](#) User Name

Profile Information

Update your account's profile information and email address.

Profile Image

Upload Image

First Name
User

Last Name
Name

Phone Number
14165551234

Email
username@email.com
Email verified.

Save

Delete Account

Once your account is deleted, all of its resources and data will be permanently deleted. Before deleting your account, please download any data or information that you wish to retain.

Delete Account

Update Password

Ensure your account is using a long, random password to stay secure.

Current Password

New Password

Confirm Password

Save

Security

Here you can manage and control your account security access

Two-Factor Authentication (2FA)

A verification code is required by email whenever you sign in to the web portal.

Required

[Accessibility](#) [Display Tools](#)

You can update your personal details in the **Profile Information** section.

Profile Information

- ▶ To fill out each field, click and type.
- ▶ Once you have completed your edits, click **Save**.
- ▶ If you do not wish to save the changes made, exit without saving.

Profile Information

Update your account's profile information and email address.



Profile Image

[Upload Image](#)

First Name

Last Name

Phone Number

Email

✓ Email verified.

[Save](#)

You can delete your account using the **Delete Account** button.

Caution: *This cannot be undone.*

Deleting Your Account

- ▶ 1. To delete your account, select **Delete Account**.

A warning message will appear.

- ▶ 2. Enter your **password**.
- ▶ 3. Then select **Delete Account**.
- ▶ 4. If you do not wish to delete your account, click **Cancel**.

Delete Account

Once your account is deleted, all of its resources and data will be permanently deleted. Before deleting your account, please download any data or information that you wish to retain.

Delete Account

1

Are you sure you want to delete your account?

Once your account is deleted, all of its resources and data will be permanently deleted. Please enter your password to confirm you would like to permanently delete your account.

2

Password

4

Cancel

3

Delete Account

You can **update your password** at any time.

Update Password

- ▶ 1. Start by entering your **current password**.
- ▶ 2. Enter a **New Password**.
- ▶ 3. **Confirm the password** by typing it in again.
- ▶ 4. To permanently change your password, click **Save**.
- ▶ *If you do not wish to change your account, **exit without saving**.*

The form is titled "Update Password" and includes a sub-header: "Ensure your account is using a long, random password to stay secure."

1 The first screenshot shows the "Current Password" field filled with dots. The "New Password" and "Confirm Password" fields are empty.

2 The second screenshot shows the "Current Password" field filled with dots. The "New Password" field is filled with dots, and the "Confirm Password" field is empty.

3 The third screenshot shows the "Current Password" field filled with dots. Both the "New Password" and "Confirm Password" fields are filled with dots.

4 The fourth screenshot shows the "Current Password" field filled with dots. Both the "New Password" and "Confirm Password" fields are filled with dots. A blue "Save" button is visible at the bottom right of the form.

Helpful Reminder

A password must have the following:

- ▶ At least 8 characters
- ▶ Uppercase and Lowercase letters
- ▶ At least 1 number
- ▶ At least 1 symbol

You will be shown what is not valid (✗) and what is (✓).

When all 4 requirements are met you will see all ✓

Password *

 [Show](#)

✓ At least 8 characters

✗ Uppercase & Lowercase letter

✓ At least 1 number

✗ At least 1 symbol

Password *

 [Show](#)

✓ At least 8 characters

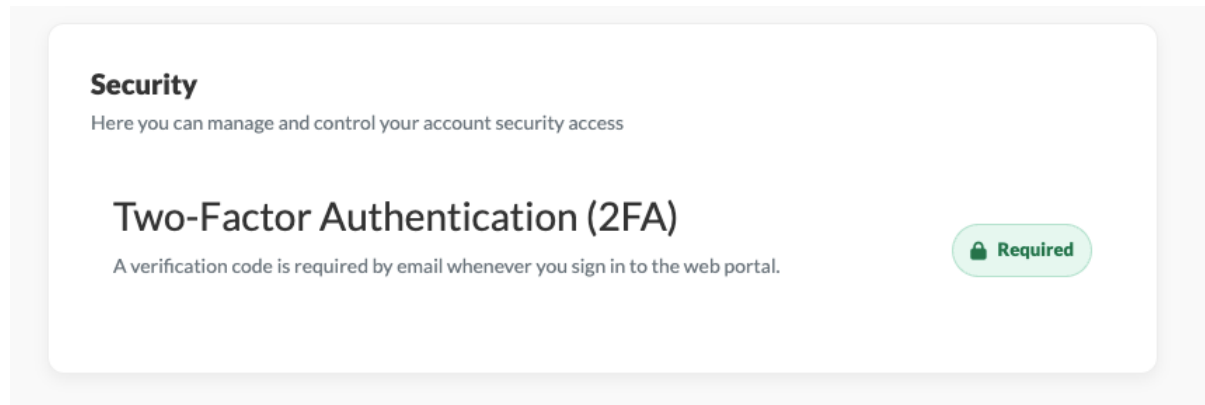
✓ Uppercase & Lowercase letter

✓ At least 1 number

✓ At least 1 symbol

Security - 2FA

- ▶ In the Security section, you will see that Two-Factor Authentication (2FA) is a required security feature.



What is Two-Factor Authentication (2FA)?

2FA is an extra layer of security that requires you to verify your identity using a second method, such as a code sent to your email, in addition to your password.

Thank You

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