

Updating your profile information in the GAF Learning Portal

Purpose: If your company should receive Learning Credits by attending **CARE Training** and **GAF Expos**, your Learning Portal profile **must** be associated with the correct GAF affiliated company account.

Even if your company does not participate in receiving Learning Credits, if your company is affiliated with GAF they may be listed in the drop down options.

IMPORTANT



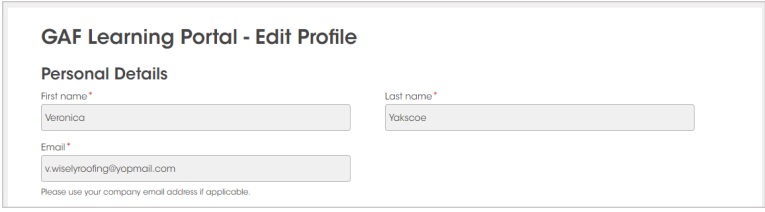
- You can **only** update your **Company Type, Company Name** and **Job Role**. If you need to update your name in the system, you must reach out to your local Territory Manager so they can submit a ticket for the change. You can also call the CCP at 1-877-423-7663, option 2, option 1, or email CCP@gaf.com.
- If your company is **Certified or Master Elite**, your company **will** be listed in the dropdown menu. Do not enter your company manually.
- If you need to update or make a change to the email address you are using, you will need to create a new Learning Portal profile and then email CARE@gaf.com to request a merge of the old profile. Your email address should not be changed in the Partner Portal or by your Territory Manager.

PLEASE NOTE:

When searching for/updating your company, please match the full company name and the correct address before saving your selection. You may need to type the **full company name** to find it, or different variations, if it doesn't appear in the initial search.

You can also search by your GAF Account # (usually a 5 or 7 digit number that your Territory Manager can provide to you if you do not know it).

Follow the below steps to update your profile information:

<p>1. Sign in to the Learning Portal.</p>	<p>1. </p>
<p>2. Once you are in the Learning Portal, click VIEW/UPDATE on the User Profile tile.</p> <p><i>*Note - this page could take a second to load so please only click once.*</i></p>	
<p>3. Reminder: you cannot update personal information.</p>	
<p>4. You can change your Company type, Company name and Job role.</p> <p><i>*To change your Company name, completely delete what is in that field and begin typing.</i></p> <p>5. When ready, click Submit.</p> <p>6. The changes will be saved immediately and you will be redirected to the Learning Portal.</p>	