

## How to ... Update Personal Details

### Notes:

The Settings Dashboard enables the updating of personal Passwords and other settings.

### 1. Updating an Email Address and Mobile

Email

Select

Select **Save Email Address** to confirm changes.

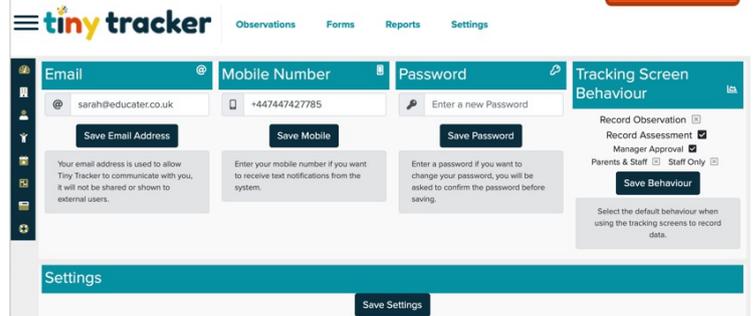
*Note: We recommend using your organisation's email address.*

Mobile Number

Select

Select **Save Mobile** to confirm changes.

*Note: If you lose or forget your password, your email address and/or mobile number is used to send you a link to reset it.*



### 2. Update Password

Password

Select

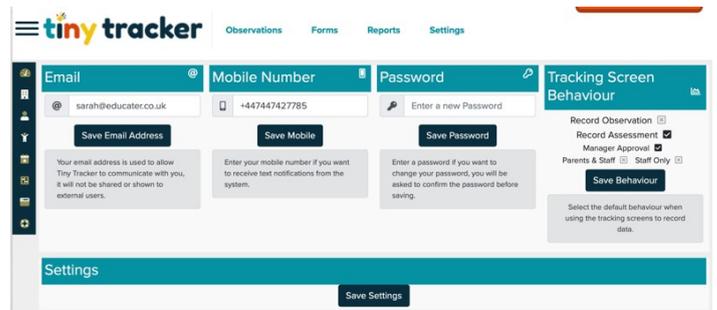
*Note: A new password must contain:*

- 6 or more characters
- at least one capital letter
- at least one lower case letter
- at least one number.

Select **Save Password**

Enter your **current** password and the **new** password.

Select **Change Password** to confirm changes.



**Tiny Tracker**

Enter your current password

.....

Re-enter the new password?

.....

**Change Password** Cancel

### 3. Tracking Screen Behavior

Changing the Default Tracking Screen Behavior effects the default settings of the Individual and Group Tracking screens. You will still be able to change the selection on the screen.

You can set the default for the type of entry you will make, either

Record Observation

or

Record Assessment

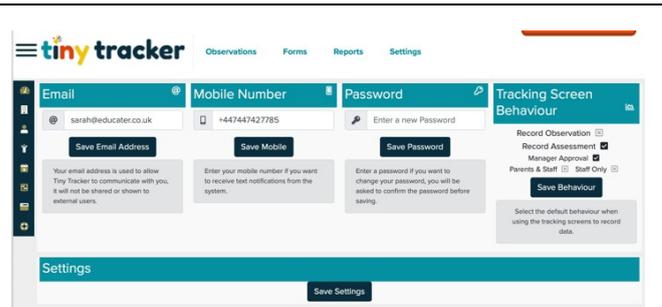
Select the default Audience choice:

Manager Approval

Parents & Staff  Staff Only

See: *'Understanding ... Observations'* and *'Understanding ... The Audience'*

Select **Save Behaviour** to confirm changes.



The screenshot shows the 'tiny tracker' Settings page. The 'Tracking Screen Behaviour' section is highlighted in teal. It contains the following options:

- Record Observation
- Record Assessment
- Parents & Staff
- Staff Only

Below these options is a 'Save Behaviour' button. At the bottom of the settings page is a 'Save Settings' button.