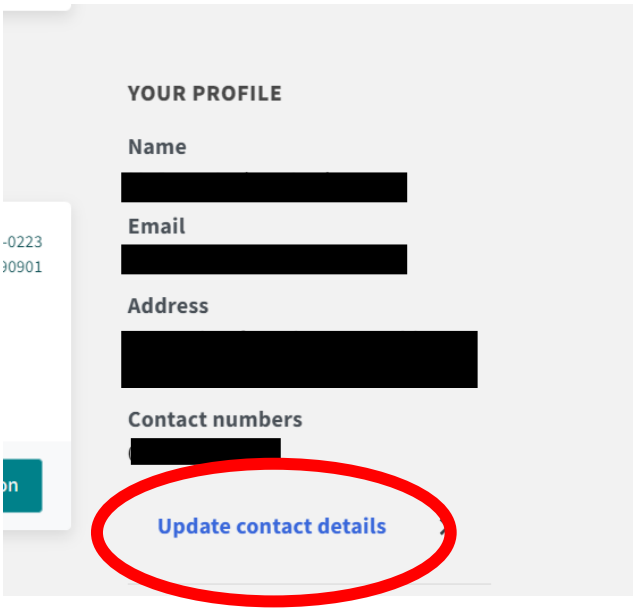
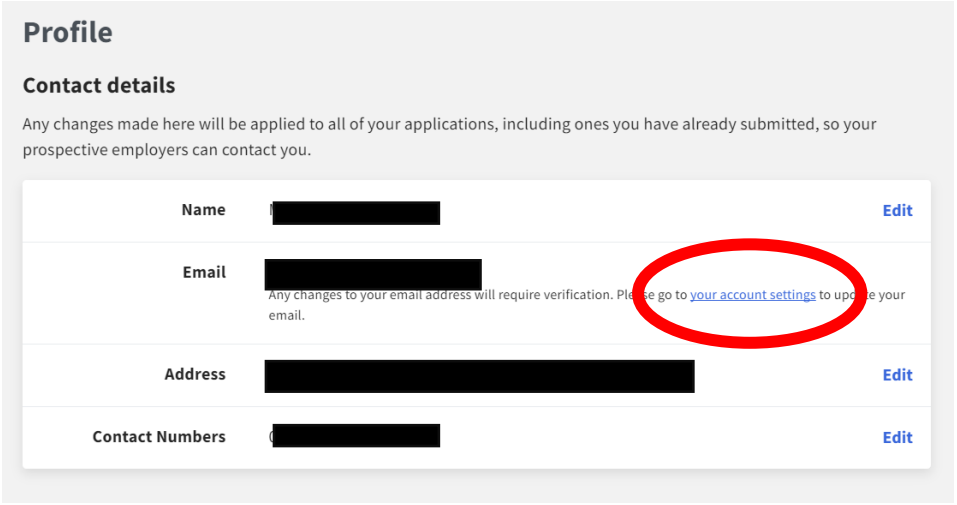
Changing Personal Details on Trac

Change Email Address

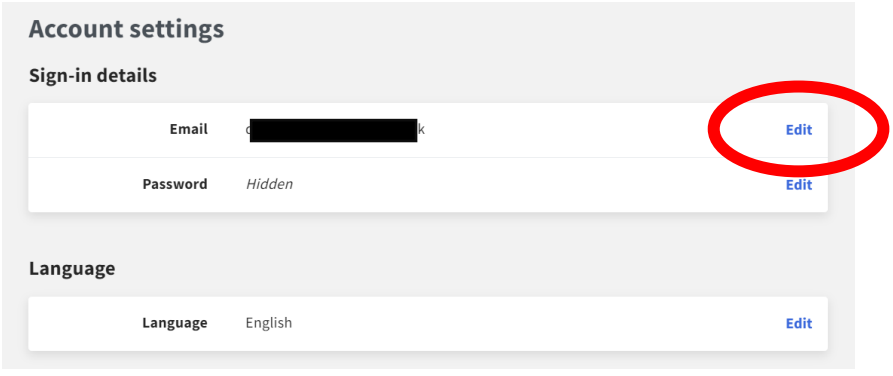
- Log into Trac account
- On the homepage, the right side of the screen, will show 'Your Profile'
- Select 'Update Contact Details'



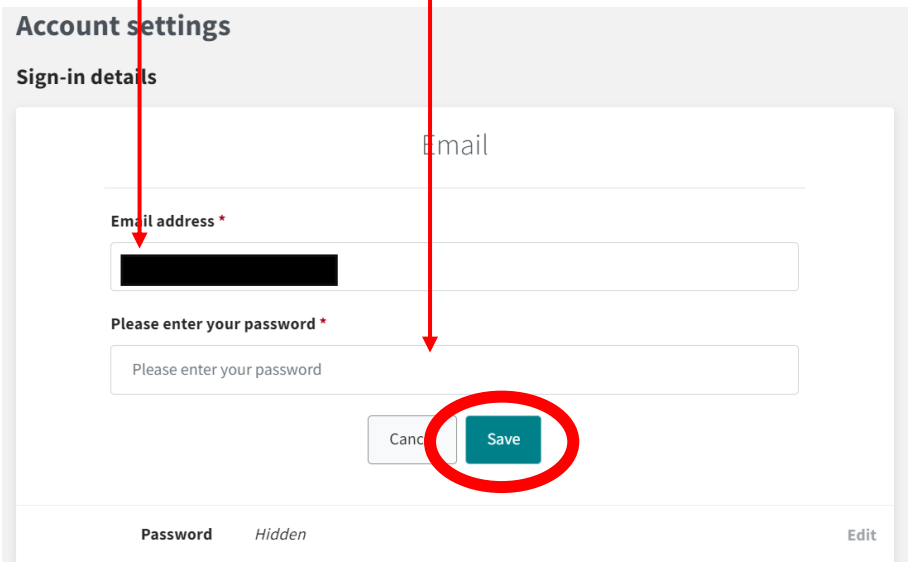
- Below the email address, select 'your account settings'



- To the right of the email address, select 'Edit'



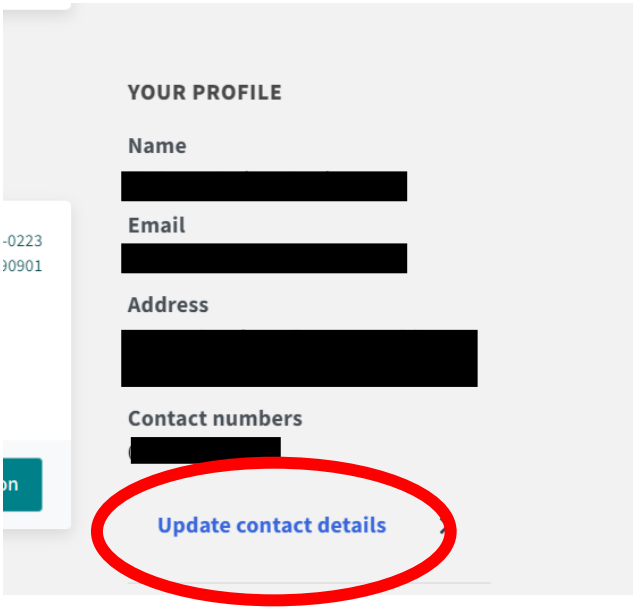
- Enter new email address & re-enter account password (the one used to log in)
- Select Save



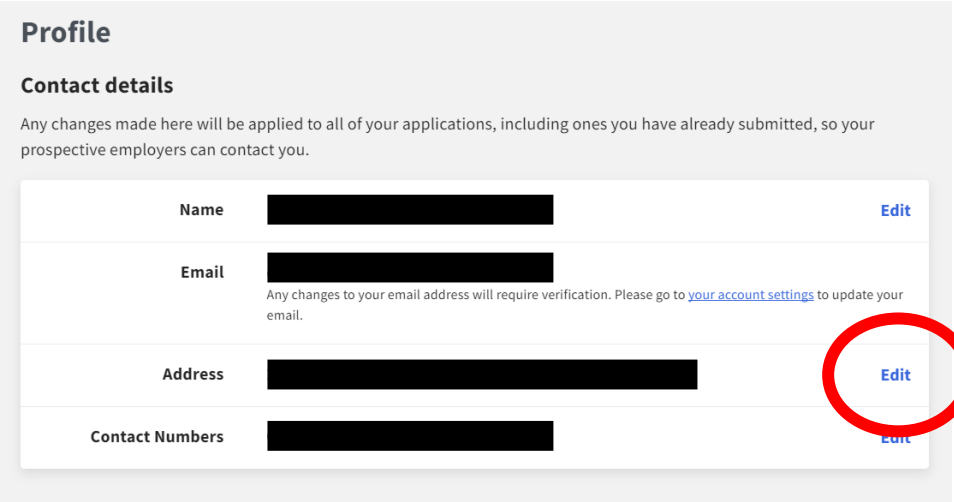
- You can then log out of your Trac account by selecting your name found in the top right corner of the screen and select 'Sign Out'

Change Home Address

- Log into Trac account
- On the homepage, the right side of the screen, will show 'Your Profile'
- Select 'Update Contact Details'



- To the right of the address, select ‘Edit’



- Type address as prompted
- Select ‘Save’

N.B. Repeat the change home address steps to change / add a contact number