



Updating User Demographics

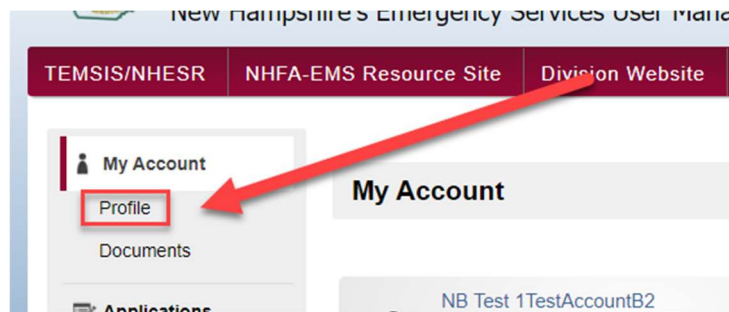
Purpose

This guide will outline the process to update your user demographics page on RespondNH. Keeping your profile demographics up-to-date will ensure that FSTEMS is able to contact you, verify your service affiliations, provide correct transcripts, and process EMS licenses.

Once you have logged into your RespondNH account, please use this guide to update your user demographics.

Procedure

1. Navigate to <https://www.respondnh.org> We recommend using Google Chrome as the web browser.
2. Login to your account using your credentials.
3. Choose "Profile" under "My Account":



4. Demographics should be highlighted. Under Account Demographics you can begin to update your information. Note: First Name, Last Name, Maiden (or Previous Legal) Name cannot be edited from this page. You must use the Name Change Application to change your legal name.

Welcome, NB Test

1TestAccountB2 Jr, NB Test Middle (35696)
Emergency Medical Technician
Issue Date: 05/28/2019
Expiration Date: 05/25/2022

My Profile


Make any updates to your demographic information of your profile. When you are finished, make sure to click Save from the bottom of the page.


Demographics | Certifications

Account Demographics

First Name:	<input type="text" value="NB Test"/>
Middle Name:	<input type="text" value="Middle"/>
Last Name:	<input type="text" value="1TestAccountB2"/>
Suffix:	<input type="text" value="Jr"/>
Preferred Name:	<input type="text"/>
Maiden Name:	<input type="text" value="1TestAccount"/>

- 5. Please provide your middle name, suffix, and preferred name, if applicable.
- 6. Date of birth is required when updating your account profile as it is necessary for all on-location training and EMS licensing.

* Birth Date: / / 

* Gender: 

- 7. Please consider adding the last 4 of your SSN# for an account identifier, if it is not already populated. Last 4 of SSN# is not required, but is strongly encouraged.

Last 4 of SSN:

- 8. A note about email addresses:
 - a. You must enter a unique email address; you cannot share an email address with any other system user. Additionally:
 - b. You may only enter one email address.
 - c. You must be able to access the email address to reset your password.
 - d. Email is our primary means of communication for all training and EMS licensing purposes.
 - e. The email address provided will also be linked to TEMSIS/NHESR, if applicable.

Contact Information

* Email:

* Verify Email:

- 9. Complete all additional available information. For users under 18, please include parent information.
- 10. Choose "Save":

- 11. You will receive a success notice and be returned to your demographics page:

Record updated successfully