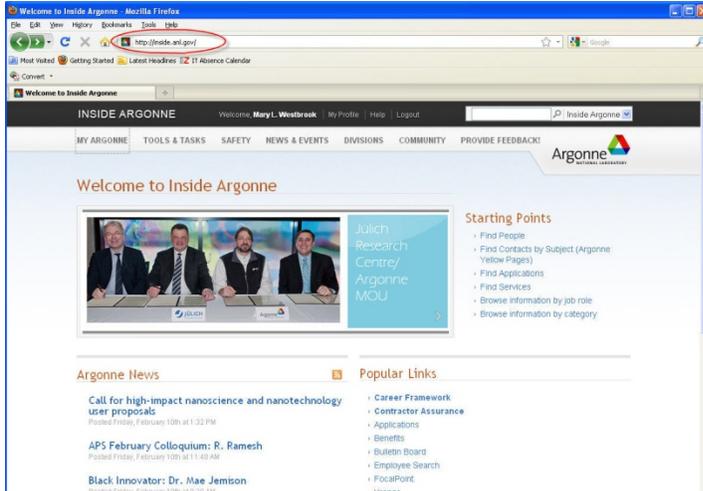
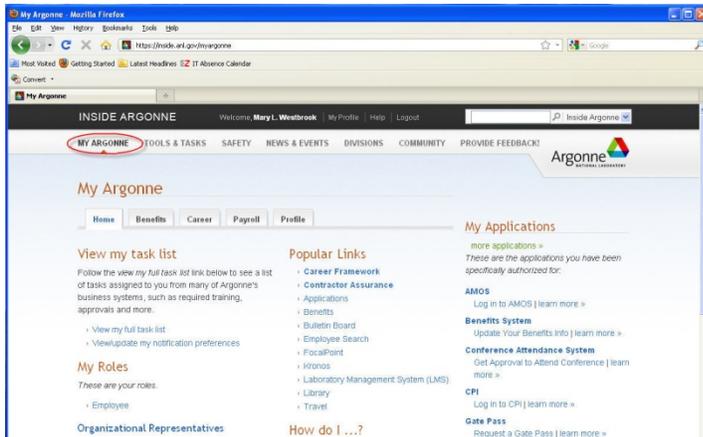


How to update your Argonne Profile: Work Address?

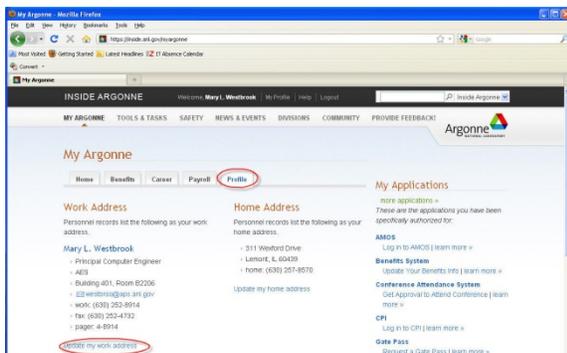
Open a browser and go to: <http://inside.anl.gov> and login.



Once logged in, click on “My Argonne”



On the “My Argonne” page, click on the “Profile” tab.



On the “Profile” page, click on “Update my work address” and update the fields to include:

- Building
- Room
- Work Phone
- Pager (Optional)
- Email address

And “Save” the changes.

The screenshot shows a web browser window displaying the 'My Argonne' profile page. The page title is 'INSIDE ARGONNE' and the user is logged in as 'Mary L. Westbrook'. The 'Work Contact Information' form is visible, with the following fields and values:

Field	Value
Building	431
Room	B2205
Phone	838 252-8914
All Building	
All Phone	
Fac	838 252-4732
Cell Phone	
SMS Center	None
ANL Radio Pager	4 3914
Wide Area Pager	
Email	westbro@argonne.gov
All Email	

A red circle highlights the 'Save' button at the bottom left of the form.