

# Get your CEUs on your completion certificate by Updating your Profile with your credentials

1. To update your profile, click on the **person icon** on the top right corner of the page next to the bell icon.
2. From the dropdown menu, click on **My Profile**

The screenshot shows a web browser window with the URL <https://coalitionny.force.com/s/>. The page header includes the logo for 'The Coalition for Behavioral Health' and navigation tabs: Home, Find Training, Training Instructions, and Training Media & Recordings. A central message reads 'Welcome to your training page!'. Below this, a list of instructions explains the functionality of the 'Find Training', 'My Training', 'My Completion Certificates/CEUs', and 'Training Media & Recordings' tabs. The 'My Training' section is active, displaying a 'Learning Plans' area with four items, each marked 'IN PROGRESS' and showing a progress bar. The items are: '2021 Feb 09 COVID-19 & Trauma' (6 mins), '2021 Feb 11 Working with Incarcerated Youth' (6 mins), '2021 Feb Dialectical Behavioral Therapy (DBT) Skills Training: The Essentials' (7 mins), and '2021Feb18 Intersections of Grief & Resilience with Diversity, Equity & Inclusion' (6 mins). A 'List View' link is visible in the top right of the Learning Plans section. A user profile dropdown menu is open in the top right corner, showing options: Home, My Profile, My Settings, Messages, My Account, Contact Support, and Logout. The 'My Profile' option is highlighted with an orange box. A small 'javascript:void(0);' error message is visible in the bottom left corner.

3. At the top of the page, click on the Edit button to the right of your name.

The Coalition for Behavioral Health

Home Find Training Training Instructions Training Media & Recordings

**Felicity Porter-Covington**  
The Coalition for Behavioral Health, Inc.

**Edit**

Name	Company Name
Felicity Porter-Covington	The Coalition for Behavioral Health, Inc.
Email	Title
faporter.covington@gmail.com	
LMHC	CASAC
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
LMSW/LCSW	LMHC/LMSW/LCSW License Number
<input checked="" type="checkbox"/>	123456

Post Poll

Share an update... **Share**

Sort by: Most Recent Activity

Search this feed...

**Influence**

Following	Followers	
0	0	
Posts	Comments	Likes Received
24	0	0

**Groups**

**Files**

Upload Files

Or drop files

**Followers**

Felicity Porter-Covington (The Coalition for Behavioral Health, Inc.)  
33m ago

4. You can update your name, email, company, title, and applicable CEU credentials
5. Click the **Save** button; you should now see your CEUs reflected on your completion certificates for trainings that offer CEUs

The screenshot shows a web browser window with the URL <https://coalitionny.force.com/s/profile/0053i000002k3FF>. The page displays the user profile for Felicity Porter-Covington. An "Edit User" modal form is open, containing the following fields and options:

- \*Name**
  - First Name: Felicity
  - Last Name: Porter-Covington
- Company Name**: The Coalition for Behavioral Health, Inc.
- \*Email**: faporter.covington@gmail.com
- Title**: (empty field)
- LMHC**:
- LMSW/LCSW**:
- CASAC**:
- LMHC/LMSW/LCSW License Number**: 123456

At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with an orange border.