

UPDATING ACCOUNT

Purpose

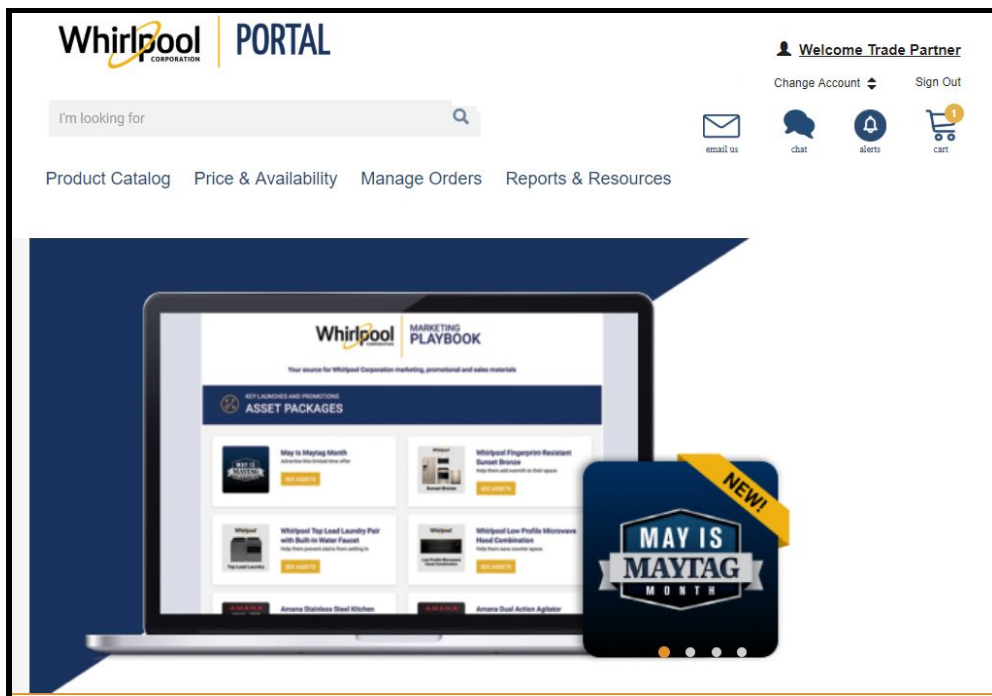
Use this Quick Reference Guide to view the steps to learn how to update account information.

Note: The Account Owner and Store Manager can:

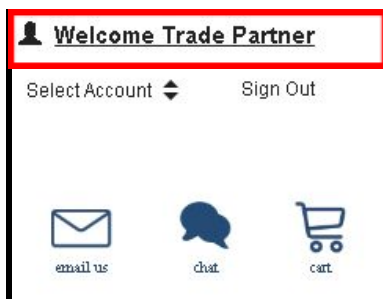
- Modify roles and change passwords of all User IDs with the same Sold-To
- Remove User IDs, if necessary

Steps

1. Start on the Whirlpool Portal **Home** page.



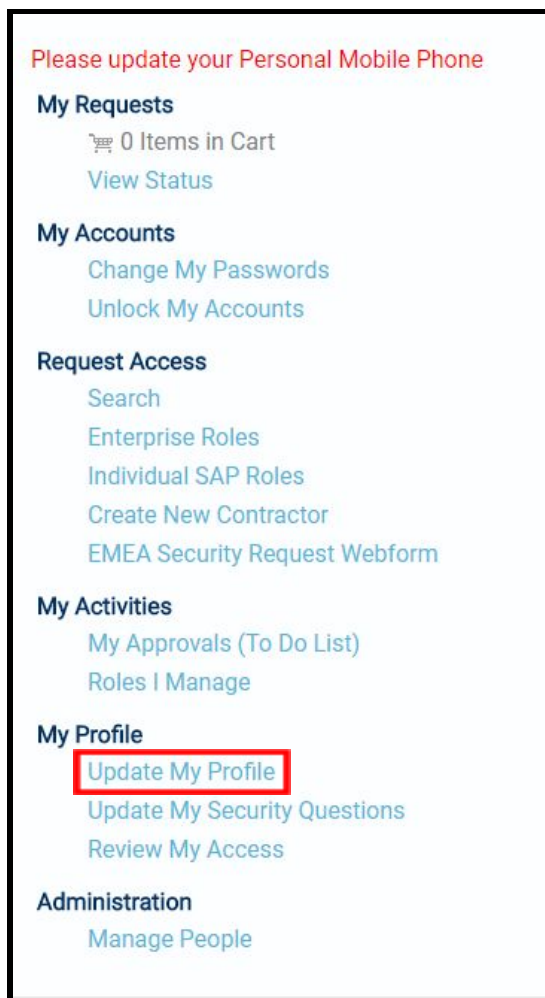
2. Click the **Welcome** link.



3. The My Profile page displays. Click the **Account Management** link.



4. A new window opens with a list of menu items on the left side of the window. Click the **Update My Profile** link.



- The **Profile Information** page displays. From this page, you can update any account information as necessary.

Password and Security Management - Riverview Campus Benton Harbor

Please update your Personal Mobile Phone

My Requests

- [0 Items in Cart](#)
- [View Status](#)

My Accounts

- [Change My Passwords](#)
- [Unlock My Accounts](#)

Request Access

- [Search](#)
- [Enterprise Roles](#)
- [Individual SAP Roles](#)
- [Create New Contractor](#)
- [EMEA Security Request Webform](#)

My Activities

- [My Approvals \(To Do List\)](#)
- [Roles I Manage](#)

My Profile

- [Update My Profile](#)
- [Update My Security Questions](#)
- [Review My Access](#)

Administration

- [Manage People](#)

Profile Information

Personal Information

	UserId
	Full Name (First M. Last)
	First Name
	Middle Initial (M.)
	Last Name
	Payroll Number
	Shared Secret
	Manager User ID
	Regional Employee Number

Corporate Information

	Company
	Personnel Area (DIV / Country)
	Personnel Area (Sub Name)
	Personnel Area (Sub Code)
	Organizational Unit
	Organization
	Locale