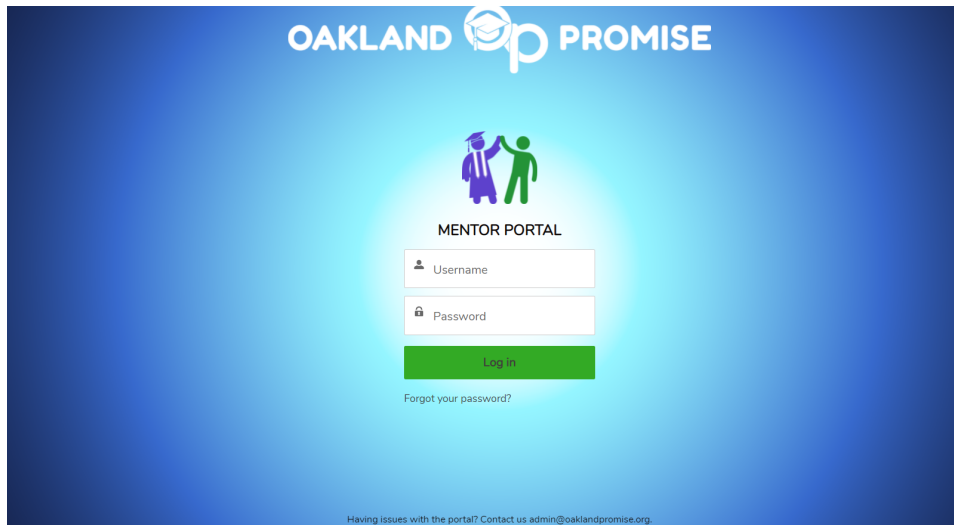


Changing Contact Information


1. Login at <https://oaklandpromiseportal.force.com/mentor/>



2. Click on My Info at the top left (see red highlight).



3. Fields you can change include First Name, Last Name, Employer, Title, Street Address, City, State, Zip Code, Mobile Phone Number. Fill out any fields that need changes, then click Next (at the bottom right).



Personal Information Account Settings

Review the rest of your personal information below. If you need to update your personal information, please update it below and click "Next".

First Name
Test777

Last Name
Test777

Employer:
None on record

If you have recently updated your employer, but you do not see the change here, your change may still be under review.

I would like to update my employer

Title
Test Role

Street Address
555 Test Ave

City
Testcity


State
CA

Zip Code
94501

Mobile
5556667777

Next

4. Confirmation page - make sure to click Finish (at the bottom right)



Personal Information Account Settings

Review the rest of your personal information below. If you need to update your personal information, please update it below and click "Next".

Thank you for updating your personal information! Please refresh this page or press "Finish" to see your updated information.

If you updated your employer with an employer not on our employer list, your change will be reviewed and reflected in the portal shortly.

Finish

5. The page should update with your new information.