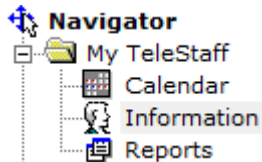

MCFRS Tech Training – Changing your Personal Info in Telestaff

Telestaff

- Launch Telestaff.
- Note the program navigation on the left side of the screen and click **Information**.



- Change Contact information as you need (e.g., contact phone numbers or address).

A screenshot of the "Address" form in Telestaff. It features a label "Address" followed by three input fields: a single-line text box, a double-line text box, and a three-part zip code field.

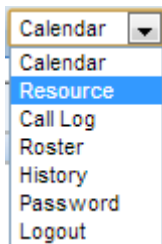
- Click the **Save** button, located in the upper-right corner of the screen.



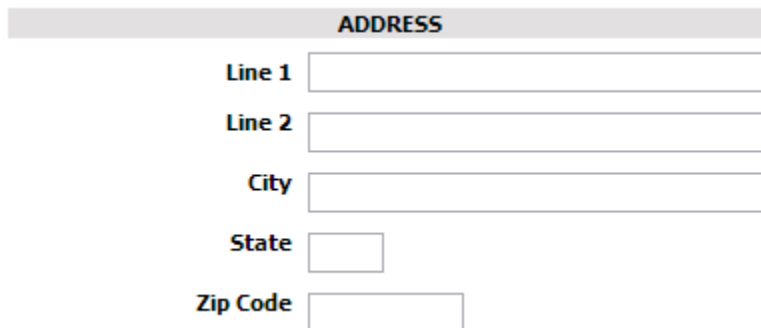
- Close Telestaff and log out.

Webstaff

- Log onto Webstaff.
- Click the drop-down menu in the upper-right hand corner of the screen and select **Resource**.



- Change contact information as needed and then click the **Save** button at the bottom of the screen.

A screenshot of the "ADDRESS" form in Webstaff. The form is titled "ADDRESS" and contains five input fields: "Line 1", "Line 2", "City", "State", and "Zip Code".

- Log out of Webstaff using the drop-down menu in the upper-right corner of the screen.