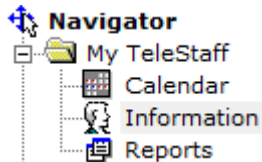# MCFRS Tech Training – Changing your Personal Info in Telestaff

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).
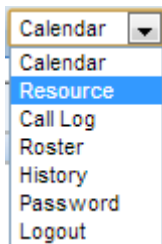

- Click the **Save** button, located in the upper-right corner of the screen.
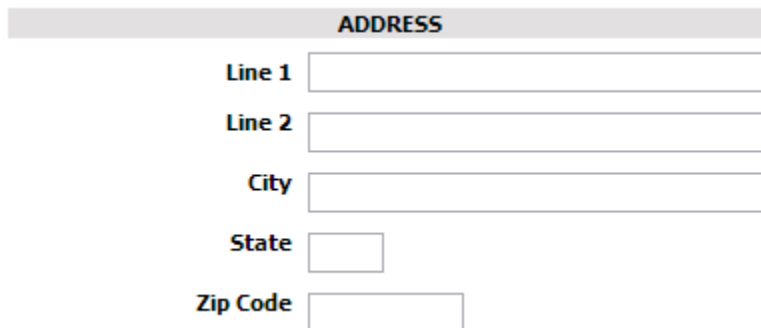

- Close Telestaff and log out.

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.

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