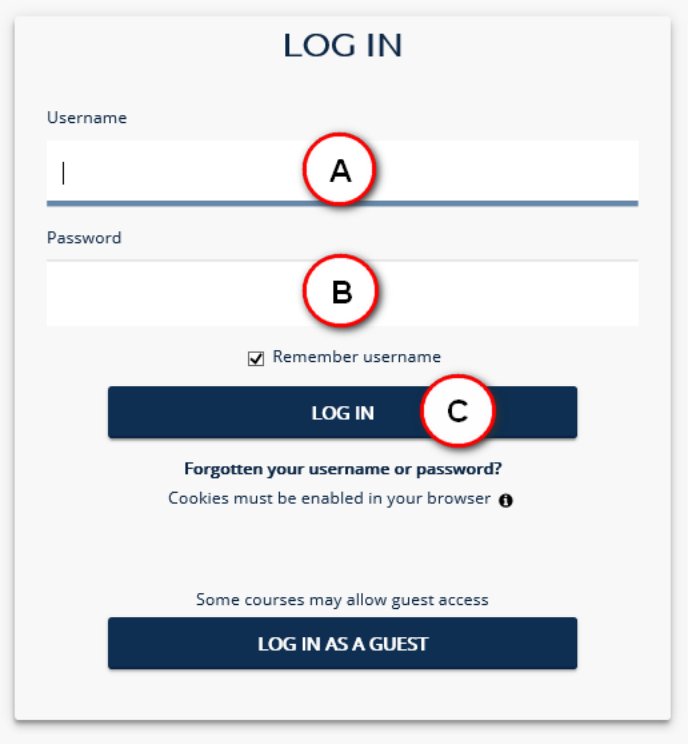
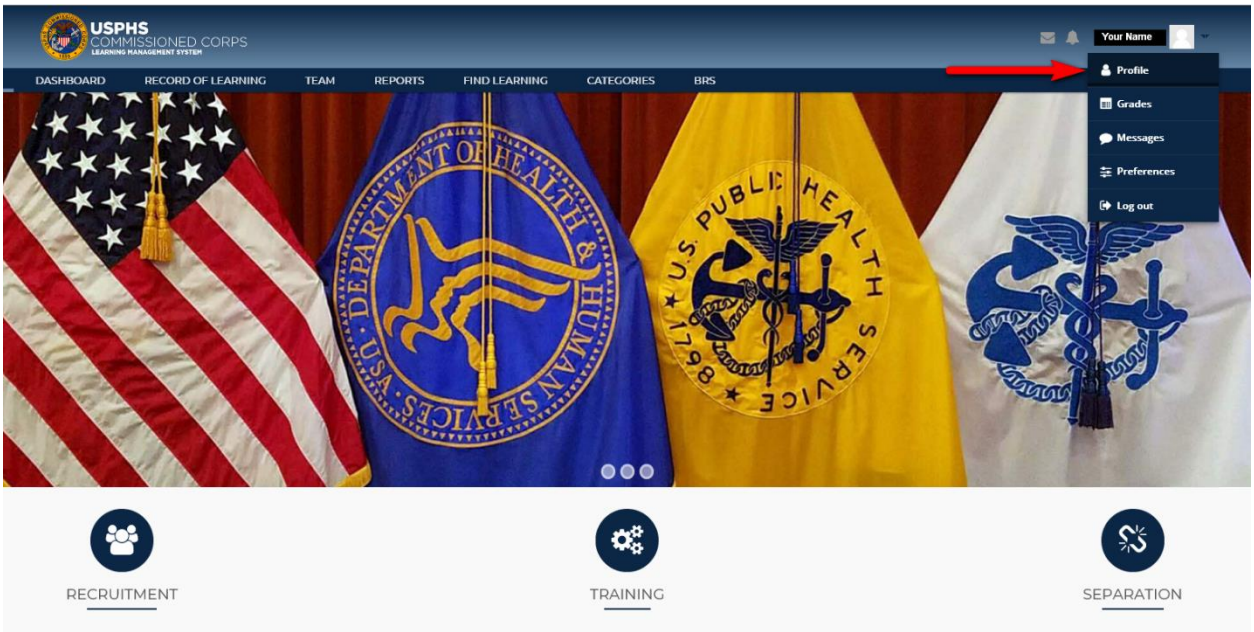
1. Navigate to https://usphstraining.hhs.gov/login/index.php

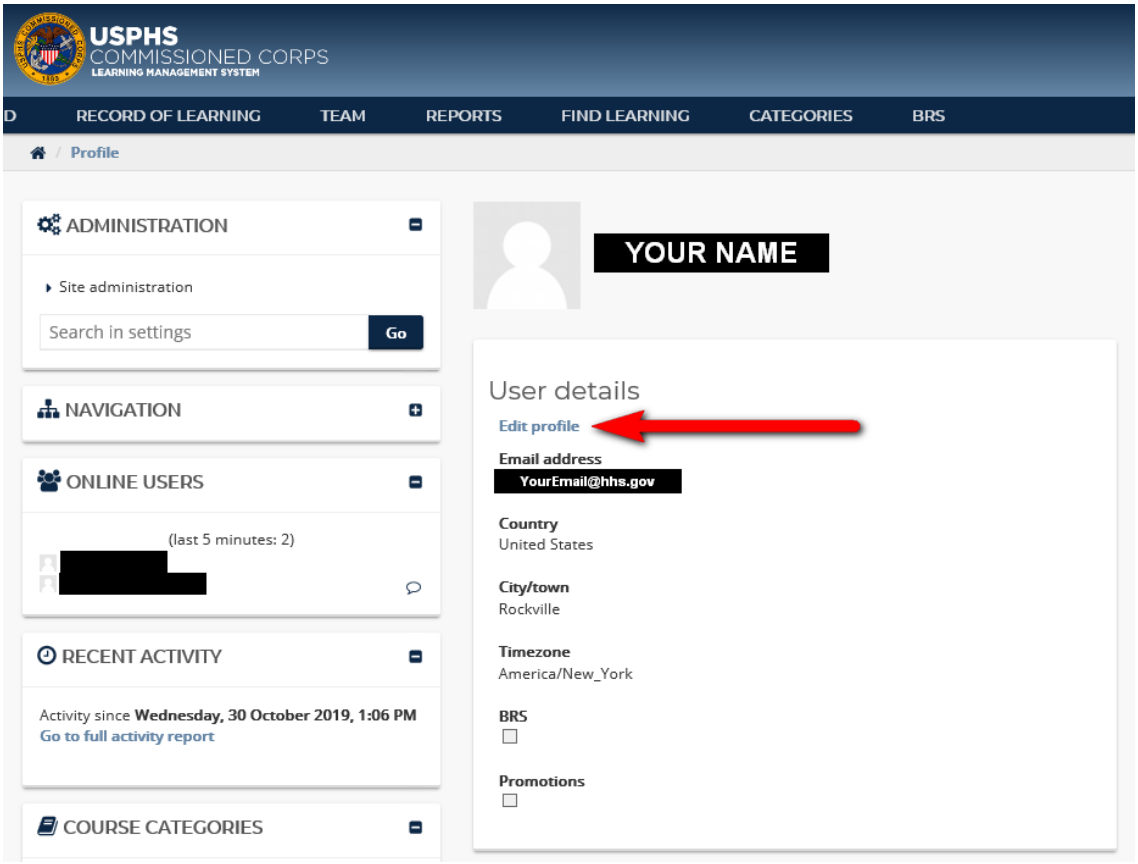
2. Enter your PHS number as the Username (A) and the password provided (B) and click "LOG IN" (C)



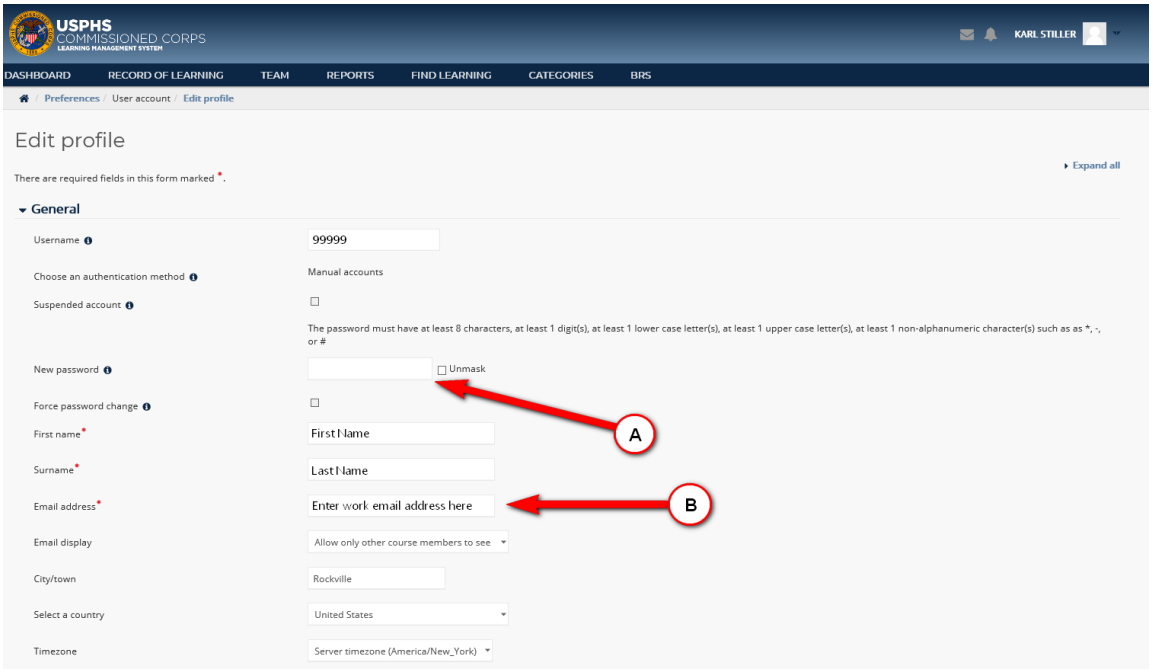
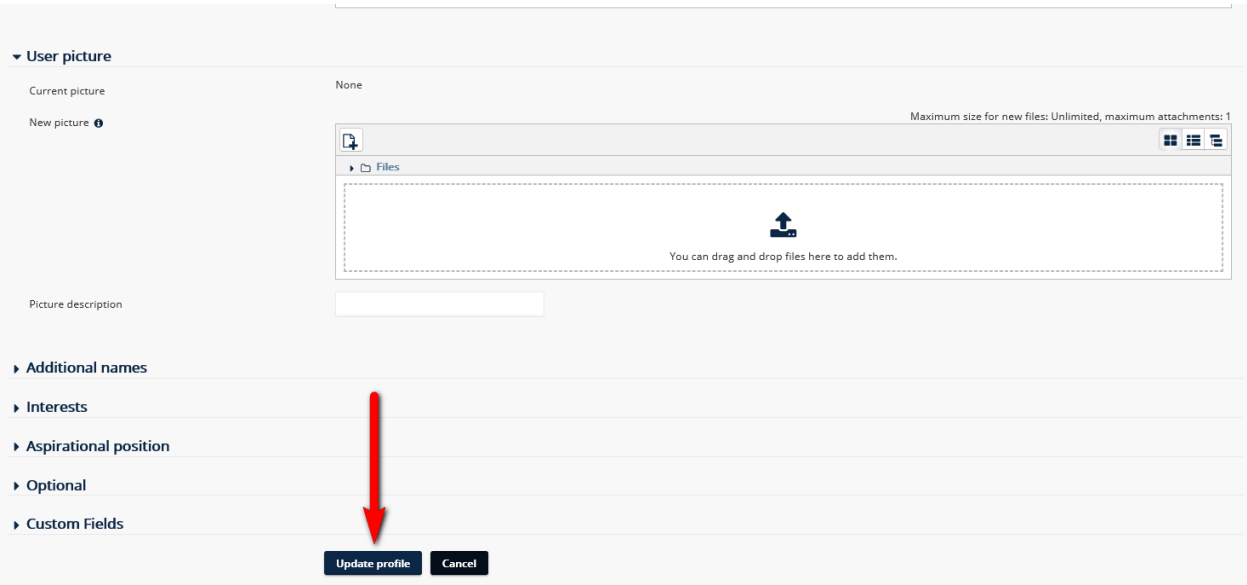
3. In the upper right side of the screen, select "Profile" from the drop-down menu



4. Click on "Edit profile"



5. Update your password (A) and enter your **work** email address (B), and make any other needed edits to your profile information



6. At the bottom of the page, click on "Update profile"