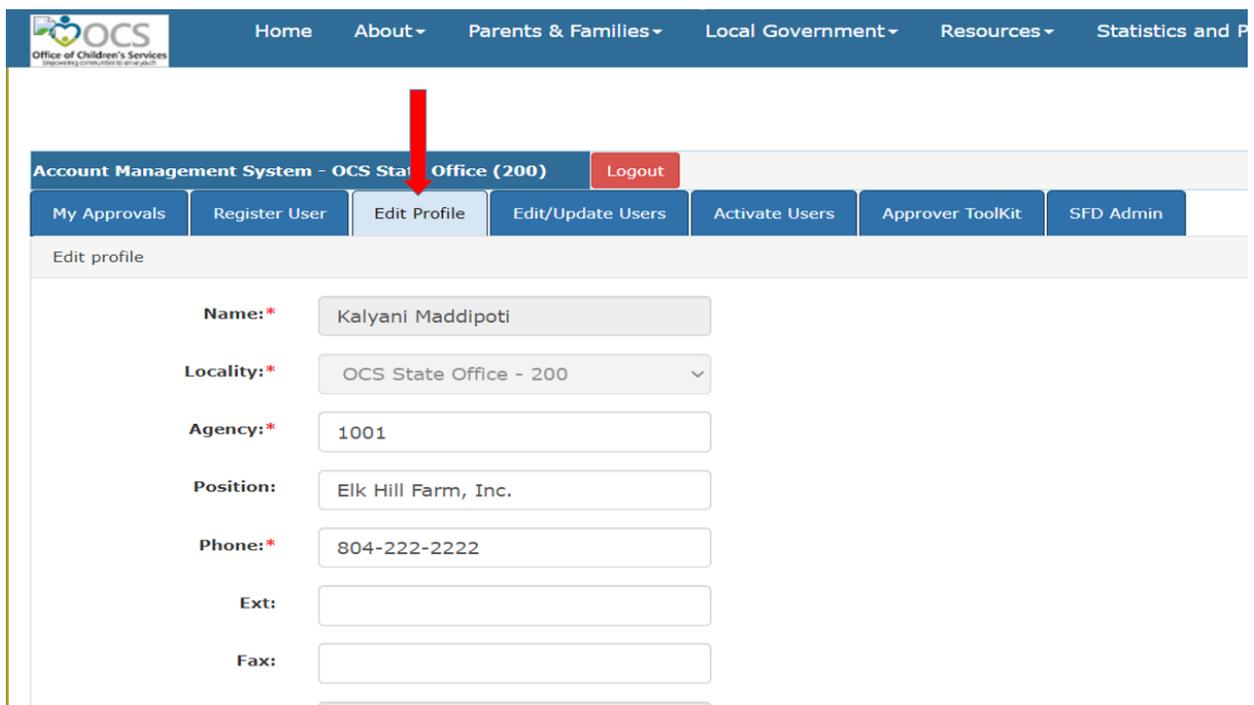


Guide to change details of oneself

Please Note: email address change request has to sent to csa.itsupport@csa.virginia.gov

To edit the oneself

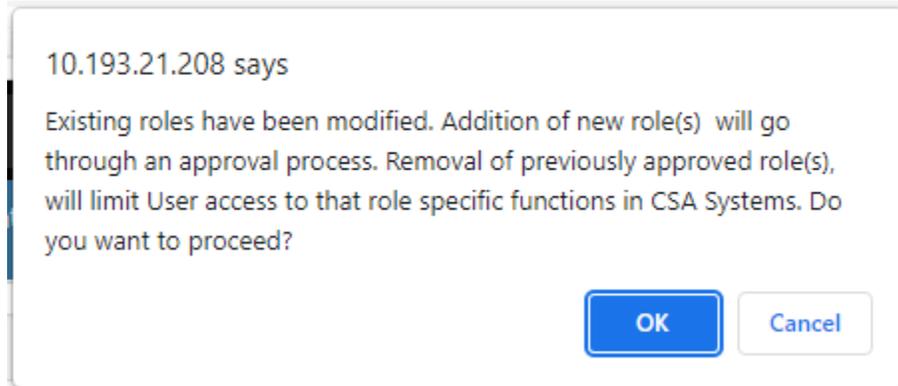
1. Login to Account Management System under Applications on the CSA website's home page.
2. If you don't remember your password. Click on the Reset / Forgot Password link below the Create New Account Button. Then follow instructions on screen and email.
3. After successful Login. Click on Edit Profile tab



The screenshot shows the Account Management System interface for OCS State Office (200). The top navigation bar includes links for Home, About, Parents & Families, Local Government, Resources, and Statistics and P. Below this, the system title and a Logout button are visible. A red arrow points to the 'Edit Profile' tab, which is currently selected. The main content area is titled 'Edit profile' and contains the following form fields:

Name:*	<input type="text" value="Kalyani Maddipoti"/>
Locality:*	<input type="text" value="OCS State Office - 200"/>
Agency:*	<input type="text" value="1001"/>
Position:	<input type="text" value="Elk Hill Farm, Inc."/>
Phone:*	<input type="text" value="804-222-2222"/>
Ext:	<input type="text"/>
Fax:	<input type="text"/>

4. Change the all fields that needs to be changed
5. To change Role, click arrow, the list of Roles will appear and check all roles the User will need. After checking all Roles. Click outside the selection box.
6. Click on the Update button
7. The following pop-up box is displayed



- a. Click on OK button

Please Note: Depending on the Role requested an approval notification is sent to either Locality's CPMT Chair or Locality's CSA Coordinator.

- i. **FA, CSA Coordinator – CPMT Chair Approval**
- ii. **All other roles – CSA Coordinator Approval**

If you are the CSA Coordinator and you are updating you roles; please check the **My Approvals** tab to check if you have your new role for approval. If you have anything in your approval section, approve the role so that it will go to State Approver for final approval.

8. If there was a change is User's Role then, Locality Approver will need approve the User Role changes, by:
 - a. Clicking on My Approvals tab
 - b. Click on the Review (Notes icon)
 - c. On the popup screen click on the Approve Button

Account Management System - OCS Sta

My Approvals Register User Edit

My Approvals

Locality/Agency	Name
Accomack (001)	Amy Ford
Accomack (001)	1373

User Details

Name: **Amy Ford** Agency: **County of Accomack**
Locality/Agency: **Accomack (001)**
Phone: **757-787-5737** Ext:
Fax: **757-787-2468**
Email: **aford@co.accomack.va.us**
Address: **23296 Courthouse Ave Accomack VA 23301**
Approval Request Date: **7/20/2022 1:13:22 AM**
Active Roles: **Fiscal Agent**
Roles Pending Approval: DSU/RA
Rejection Reason:
--Select Reject Reason--



Close

Local Government

- Program Audits
- Reporting
- Service Fee Directory

Statistics and Publications

Government

- Department
- Department
- Department
- Development
- Department