# How to navigate your profile on Compass and edit your personal details: Video Transcript

When you login to Compass you will be taken to your Homepage.

To navigate to your Profile either click on the ‘My Profile’ tab or click on your name in the top right hand corner. Both of these will take you to the same place.

You’ll be taken to your profile page, which has a number of different tabs, such as Personal Details, Roles, Permits and so on. Here you will be able to view and amend some of your information.

To edit your details, simply click on the heading that you want, followed by the edit box on the right hand side of the screen in the section you want to change. For example, you can use the communications tab to set your preferences for receiving communications such as Scouting Magazine.

We’re going to look at some of the key information you may wish to update; including your personal details, emergency contact and medical details and your visibility.

Firstly, let’s look at how to edit our Personal Details.

On the Personal Details tab, click the ‘Edit’ button to the right of the relevant heading you want to amend, e.g. contact details.

A box titled ‘Edit Profile’ will appear.

This is the same box that will appear when you are editing any of the tabs with your profile; you will just be taken to a different page within it depending on where you access it from. You can then move between the different pages in the box, to view or edit different details, by using the menu on the left hand side.

There are some fields which you won’t be able to edit, such as your title, name or date or birth. These can only be updated by HQ, so you need contact the Information Centre if these need to be changed, who will be happy to do this for you.

Fields that you can’t edit yourself will be greyed out.

If you are updating your contact details, when inputting a UK address it must be in the valid UK post code format with spaces e.g. E4 7QW. If you type in your postcode first and use the magnifying glass to search, this will ensure the postcode is in the correct format.

If you are living in a country which does not use post codes use ‘NOPCODE’.

If there are any details which are mandatory this will be indicated by a red dot next to the relevant field. For example, you must supply a valid email address, or select that you have ‘No Current Email’ from the dropdown menu.

You won’t be able to save any amends unless the information in these mandatory fields is complete.

Use the various text boxes and drop down menus to edit and add information.

When you are ready to save your changes click the ‘Save’ button on the bottom right of the window.

We’re now going to look at how to update your emergency details.

From the headings along the top of the page, click on ‘Emergency Details’.

This page is split into two sections; Emergency Details and Medical Details. Here you will be able to see your current details if they have already been entered.

To add or edit your emergency details click the edit button on the right hand side of the page.

A box will appear titled ‘Edit Profile’ with the Emergency Details tab highlighted on the left hand side.

Enter information into the requested fields, or make changes to your existing information.

Please note, the forename, surname, relationship and telephone number fields are mandatory, so make sure your emergency contact knows you are sharing this information.

Check the details you have entered carefully and then click ‘Save’.

This will take you back to the Emergency Details page.

To update your medical details you can do this in a similar way, by clicking the ‘Edit’ button next to ‘Medical Details’.

The final area which are going to look at is how to update your visibility. Click on ‘Visibility’ at the top of the page.

This page allows you to change your level of visibility, so that others outside of your normal hierarchy can see your details. You can restrict the information you wish to be made visible, for example just your name.

The page will display which information is currently visible to which members outside of your hierarchy. If you have not set your visibility before then no information will be visible outside your hierarchy.

To edit your visibility click on ‘Edit’ on the right hand side of the page

The ‘Edit Profile’ box will then appear with the ‘External Visibility’ heading highlighted on the left hand side. This is split into two sections, ‘Adult Members Visibility’ and ‘Personal Data Visibility’.

To open up some of your details to be viewed by people outside your hierarchy, click the circle next to the yes option at the top of the ‘Adult Members Visibility’ section.

Then use the first dropdown box to set the minimum level in the hierarchy a Member will need to be to see your details. E.g. do you want only County level roles to be able to see your information?

In the ‘Personal Data Visibility’ section, you can choose which specific information you want to be visible and at what level of the hierarchy. You may need to scroll down the page to be able to see all of the fields.

Under the Data heading there will be a list of information you can choose to show.

Each piece of data (for example your name and address) will have tick able box under the ‘visible?’ heading. Ticking the box for a detail will open that information for people outside your hierarchy.

You can then use the drop down menus under the ‘Visibility Level’ column to decide the level in the hierarchy a Member will need to be to view that particular detail.

If you initially choose to allow those at County Level to see your details in the first drop down box, anyone with a County, Region or Country role will be able to see those details. If, at a later date, you need to change this, for example to provide access to someone in a District role, you will need to change the drop down box option to District. It may be wise to change it back once the access is no longer needed.

Please note, the level you have chosen in the first dropdown box in the ‘Adult Members Visibility’ section will restrict the options you can select in the Personal Data Visibility section.

When you are ready to save the change you have made, check your settings carefully and then click the ‘Save’ button on the bottom right of the page.

You will be taken back to the ‘Visibility’ page.

This will now show the changes you have made, displaying which information is being shown outside your hierarchy and at what level.

You can come back and amend these settings at any time.

This concludes our look at how to navigate your ‘My Profile’ page and how to amend some of the details recorded there. For further help or support with any of these processes, please go to the Compass support site.