



# Office for People With Developmental Disabilities

## CHOICES User Profile User Guide

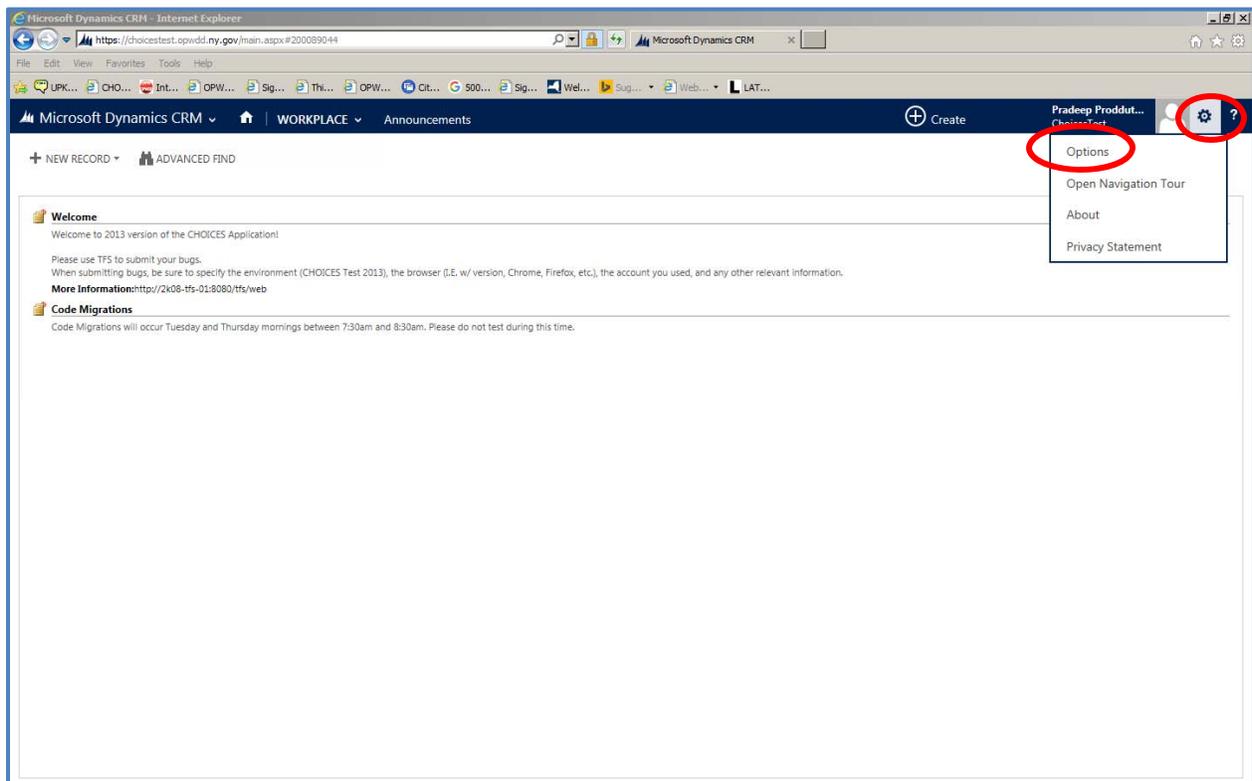
## [View User Profile](#)

This guide will show the user how to view their User Profile. In the User Profile, you can keep your email address and phone number updated, view your Role (Security Role) and Business Unit in the CHOICES Application.

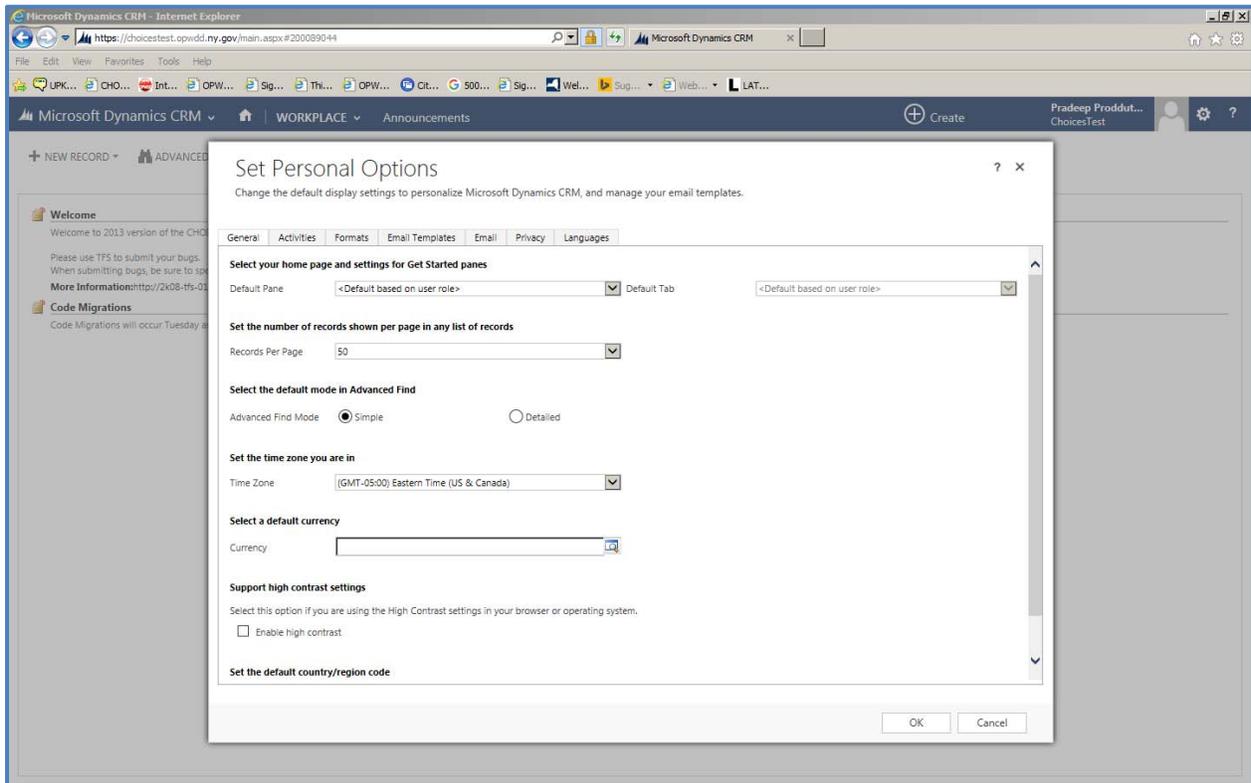
### [User Profile](#)

From the main CHOICES Screen, click **Setting** icon which is located at top right-hand corner.

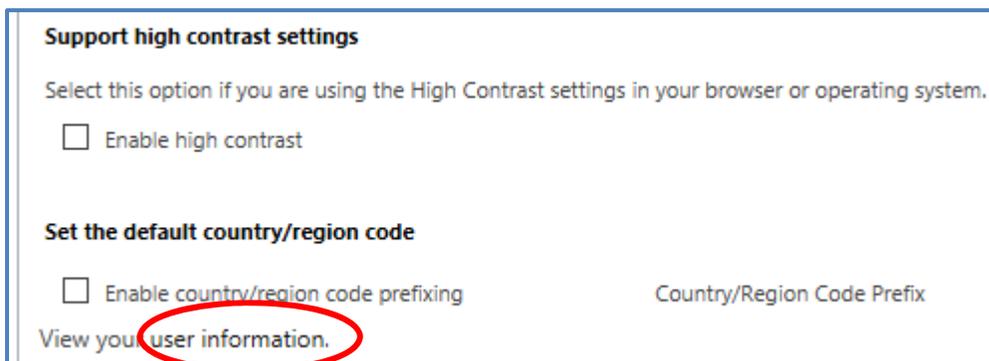
Select **Options**.



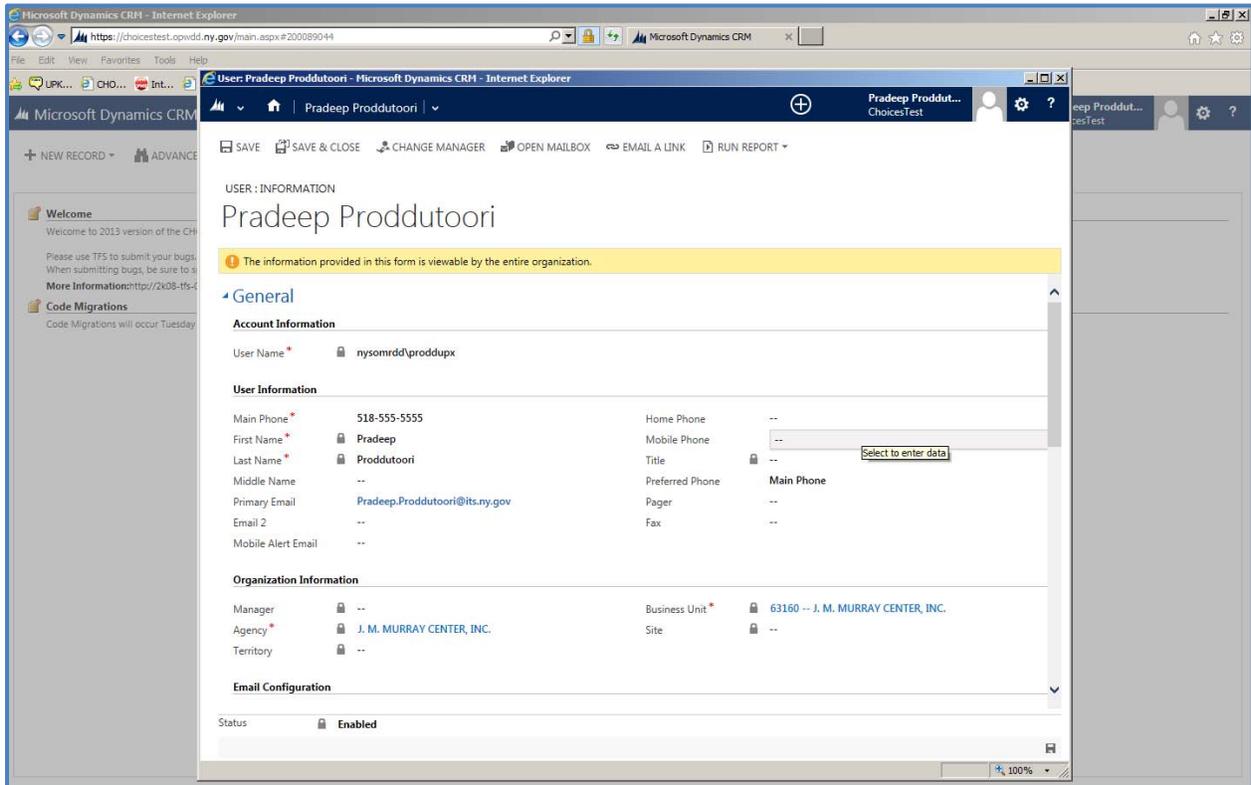
The **Set Personal Options** screen displays.



Scroll down to the bottom of the **Set Personal Options** screen. There is a sentence that says, “View your user information.” Click the words **user information** to open your User Profile.



## Your User Profile Displays.



### NOTE:

Please be sure that your Phone Number and Primary E-mail address are entered correctly. There is an auto-email process in CHOICES, where you will receive updates about documentation via email.

To update information, simply click inside the field and type the updated information.



Once you have updated any information click **Save** to save your changes or **Save and Close** to Save your changes and close your **User Profile**.



## Business Unit and Agency

In the **Organization Information** section of the **User Profile** you can see what **Business Unit** and **Agency** you are assigned to.

The screenshot shows the Microsoft Dynamics CRM interface for a user profile. The user is Pradeep Proddutoori. The 'Organization Information' section is expanded, showing the following details:

Field	Value
Agency	J. M. MURRAY CENTER, INC.
Business Unit	63160 -- J. M. MURRAY CENTER, INC.
Site	--

Other visible fields in the 'Organization Information' section include:

- Organization: J. M. MURRAY CENTER, INC.
- Business Unit: 63160 -- J. M. MURRAY CENTER, INC.
- Site: --

The 'Agency' and 'Business Unit' fields are highlighted with red boxes in the original image. The 'Status' field at the bottom is set to 'Enabled'.

## Roles

To view what role is assigned, click on the arrow next to the user name. In this example, Pradeep Proddutoori. The sub-sections will display, click the **Security Roles** tile.

The screenshot shows the Microsoft Dynamics CRM user profile page for Pradeep Proddutoori. The 'SECURITY ROLES' tile is highlighted with a red circle and an arrow. The 'General' section is expanded, showing the following information:

- Account Information:** User Name: nysomrdd\proddupx
- User Information:** Main Phone: 518-555-5555, First Name: Pradeep, Last Name: Proddutoori, Primary Email: Pradeep.Proddutoori@its.ny.gov
- Organization Information:** Business Unit: 63160 -- J. M. MURRAY CENTER, INC.

Your Role is listed under the Name column; your Business Unit also displays.

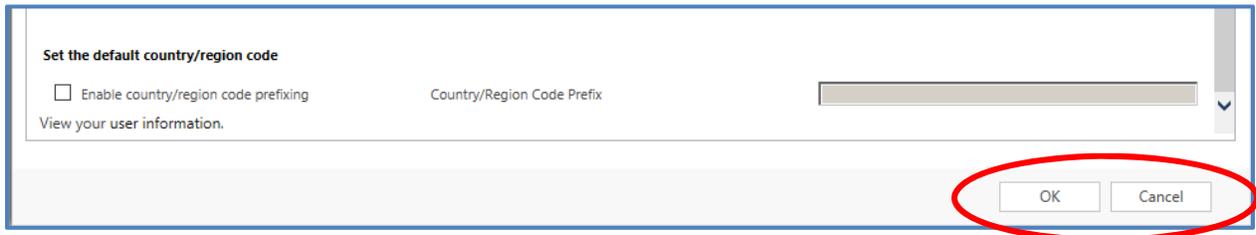
The screenshot shows the 'Role Associated View' for Pradeep Proddutoori. The role 'Agency MSC Supervisor' is highlighted with a red circle. The Business Unit is also visible.

Name	Business Unit
Agency MSC Supervisor	63160 -- J. M. MURRAY CENTER, INC.

## Exit User Profile

To close out of the **User Profile**, click  to exit.

From the **Set Personal Options** page, click **OK** or **Cancel**.



Set the default country/region code

Enable country/region code prefixing      Country/Region Code Prefix

[View your user information.](#)

OK      Cancel