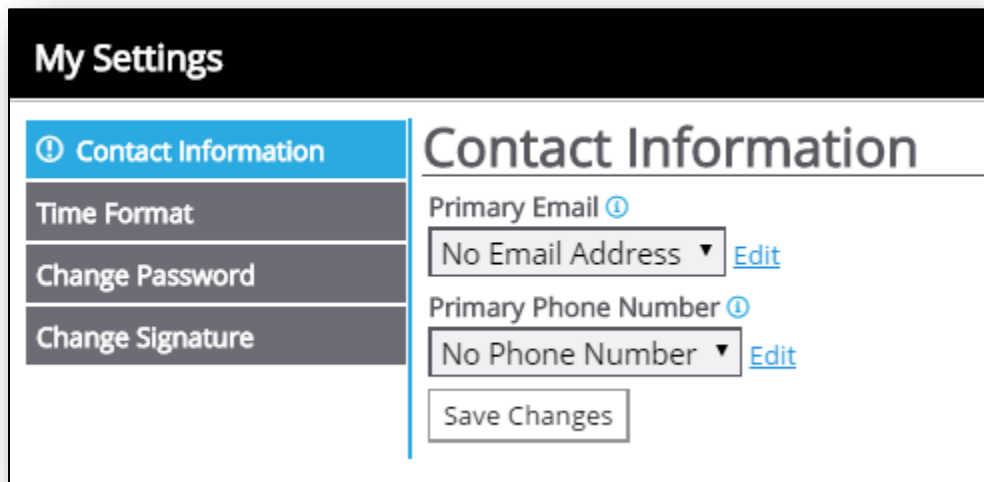


Welcome View

Settings Menu

This reference guide provides an overview of the Settings Menu within StaffReady. The following process steps and instructional information are provided within this document:

- Access Settings Menu
- Change Password
- Add/Update Electronic Signature



My Settings

Contact Information

Time Format

Change Password

Change Signature


Primary Email ⓘ
No Email Address ▾ [Edit](#)

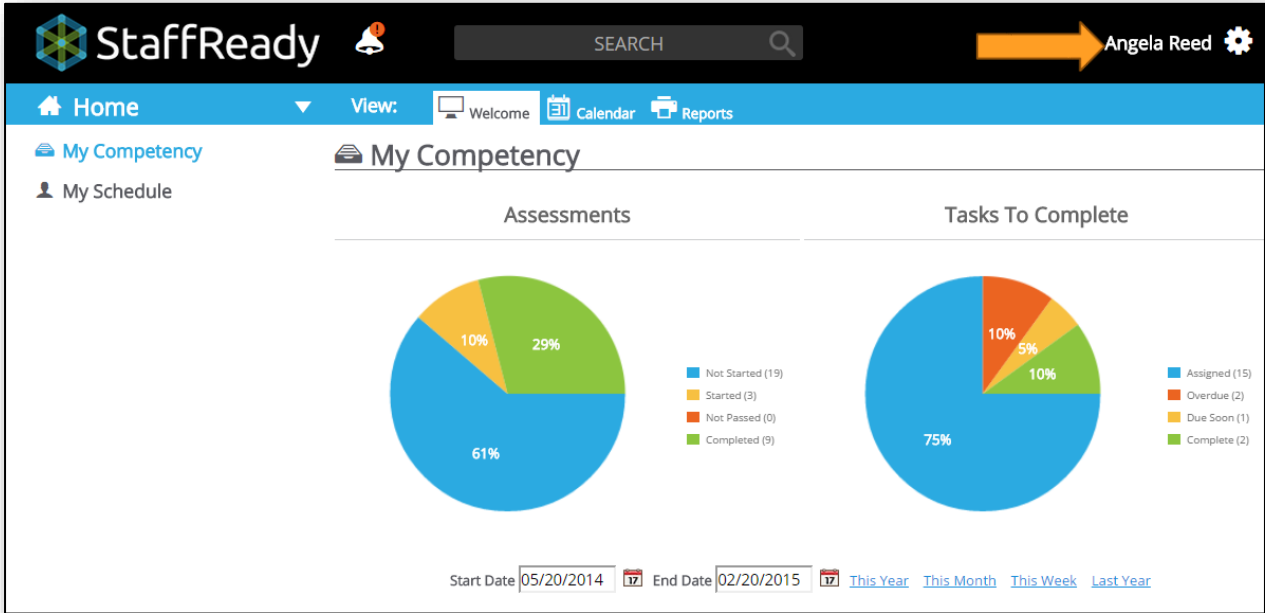
Primary Phone Number ⓘ
No Phone Number ▾ [Edit](#)

[Save Changes](#)

1 | Access Settings Menu

Access Settings Menu

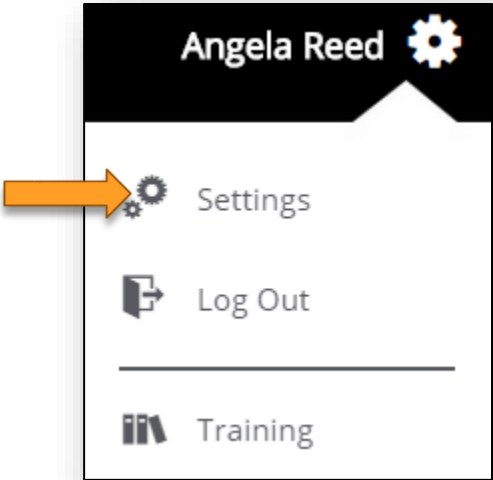
1. Click  icon next to your name.



The screenshot shows the StaffReady dashboard for user Angela Reed. The 'My Competency' section is active, displaying two pie charts. The 'Assessments' chart shows 61% Not Started (19), 10% Started (3), 0% Not Passed (0), and 29% Completed (9). The 'Tasks To Complete' chart shows 75% Assigned (15), 10% Overdue (2), 5% Due Soon (1), and 10% Complete (2). The dashboard includes a search bar, navigation menu, and date filters.

Category	Sub-category	Count	Percentage
Assessments	Not Started	19	61%
	Started	3	10%
	Not Passed	0	0%
	Completed	9	29%
Tasks To Complete	Assigned	15	75%
	Overdue	2	10%
	Due Soon	1	5%
	Complete	2	10%

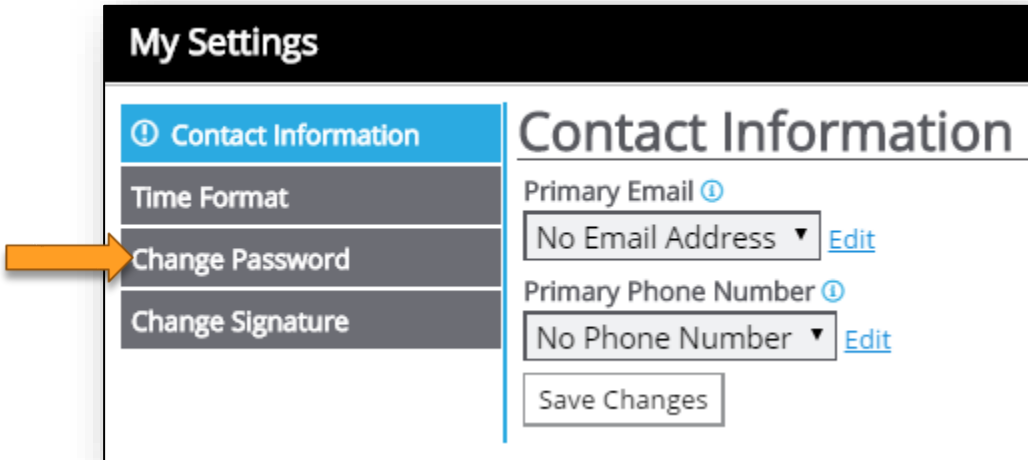
2. Click **Settings**.



2 | Change Password

Change Password

1. Select **Change Password** side menu.



2. Enter **Old Password**.

3. Enter **New Password**.

4. Enter **Confirm New Password**.

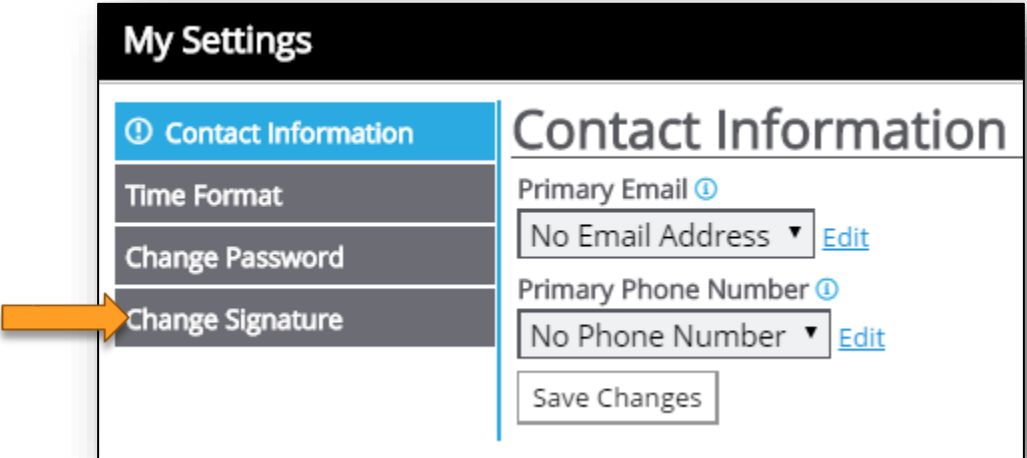
5. Click **Save Changes**.



3 | Add/Update Electronic Signature

Add Electronic Signature

- 1. Select **Change Signature** side menu.



- 2. Enter **New PIN** (minimum 5 digits in length).
- 3. Enter **Confirm PIN** (minimum 5 digits in length).
- 4. Select **New Signature Image**.
- 5. Click **Save Changes**.

My Settings

Change Signature

Angela Reed

Angela Reed

Angela Reed

Angela Reed

Angela Reed

Angela Reed

Angela Reed

Angela Reed

Current Signature
Angela Reed