Setting up a new User Profile

The first time you login, if a User Profile has not been created for you, the User Profile page will be displayed automatically.
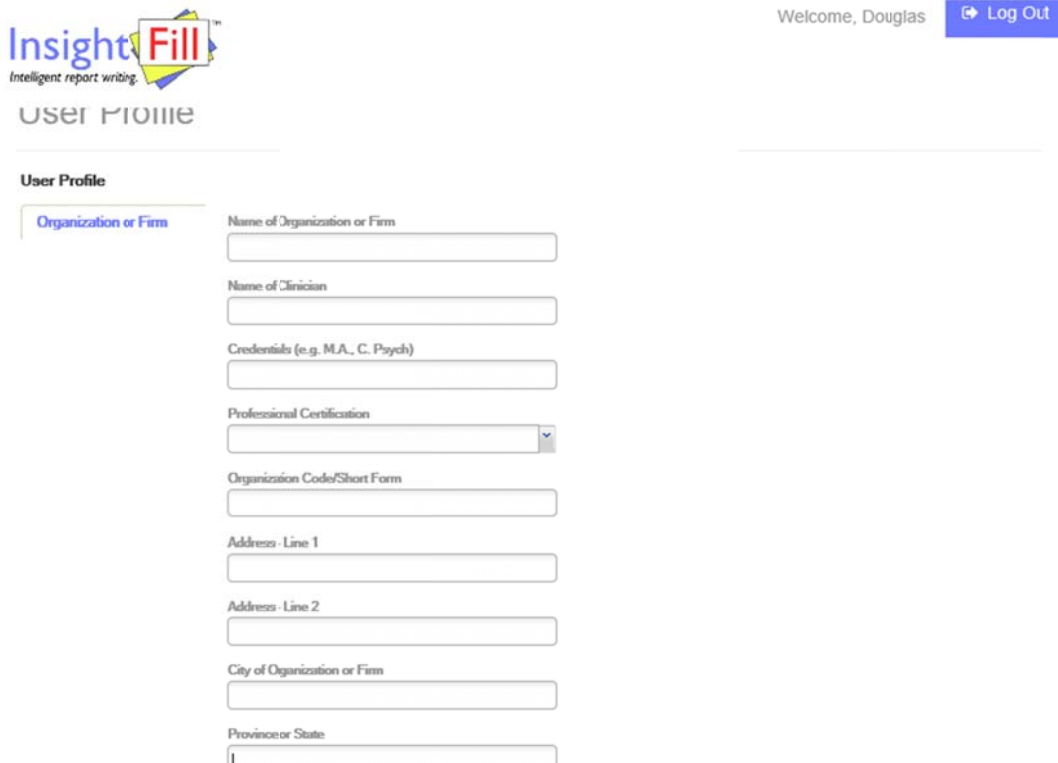
If you have already created a User Profile, skip this topic and go to **Preparing an Appendix of Test Score Results** below.

Before you start using the InsightFill system, you must first set up your user profile information. This is a one-time step and once your User Profile is set up you do not need to do this again unless your profile information changes. The User Profile collects information such as your name, organization/firm that you work for, address and other identifying information. To set up this information:

1. Click on the **User Profile** link in the Navigation Menu.

2. The **User Profile** interview is displayed. Complete the information in fields on this interview.

3. The Organization Code is a short form for an organization. In some cases, the template uses the Organization Code to produce customized output that is specific to your organization. If you

have been provided with an organization code, you should enter it; otherwise you can leave the field blank.

4. **Be sure to select the User Country field as it controls the spelling of some words in the output documents.**

City of Organization or Firm

Thornhill

Province or State

Ontario

Postal or Zip Code

L4J 4P8

Phone Number e.g. (416) 555-555 or 416-555-5555

Toll Free Number (if you have one e.g. (888) 555-555 or 888-555-5555)

Fax Number e.g. (416) 555-555 or 416-555-5555

E-Mail Address

Country

Canada

Save Data Save Data And Exit

5. At the bottom of the interview (you may need to scroll down), click on the **Save Data** to update changes and continue editing the profile, or click on **the Save Data and Exit** button if you wish to save your data and exit the User Profile.