



## TA Trip Tracker – Personal Profile

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Your Personal Profile contains the account information associated with your TA Trip Tracker user account. This section allows you to update your contact information, manage account settings, and ensure your profile is accurate.

### Accessing Your Personal Profile

To access your Personal Profile, open the Agency Dashboard and select your profile or account settings from the navigation menu. This will open the profile page where you can view and update your information.

### Updating Profile Information

You can update your profile details at any time. Keeping this information current ensures that your account information and communication settings remain accurate.

Typical profile details include:

- Full name
- Email address
- Phone number
- Office or agency information
- Other personal contact details

### Changing Your Password

If you need to change your password, open your Personal Profile settings and select the option to update your password. Choose a secure password and save the changes.

## **Best Practices**

- Keep your email address up to date
- Update contact information if it changes
- Use a secure password for your account
- Review your profile periodically to ensure accuracy

## **Why Your Profile Matters**

Your Personal Profile ensures that your TA Trip Tracker account is associated with accurate contact information. Keeping your profile updated helps maintain clear communication and proper account management.