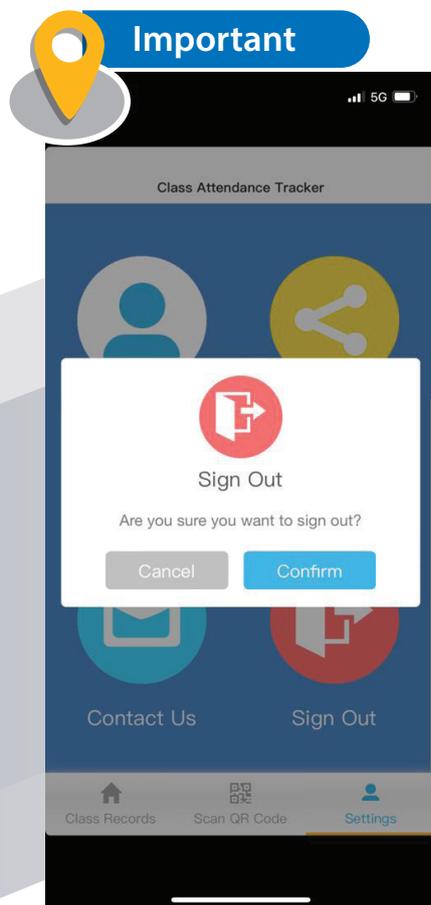




## Updating your Profile ID

Use this guide if you need to update your Profile ID details such as your E-mail address and your Organisation (Employer, University etc.).



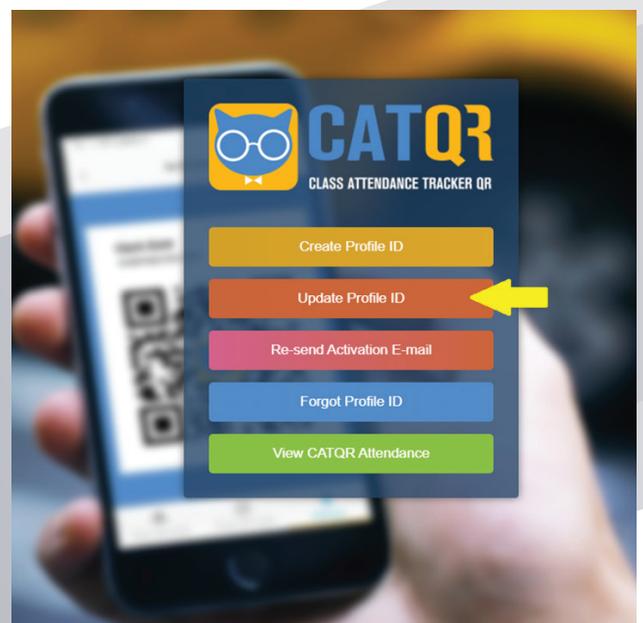
Before updating your Profile ID details, **you must be signed out of your CATQR mobile app by clicking on Settings and Sign Out.**

After you have updated your Profile ID details, you must sign back into your CATQR mobile app using your Profile ID email address and Profile ID.

Please use this **CATQR Profile page** to update your Profile ID details:

<https://profile.classattendancetracker.com>

Click **Update Profile ID** button



### Don't have your Profile ID handy?

You can find your **Profile ID** in your **Profile ID activation email.**

If you can't find your Profile ID, you can retrieve it using the **Forgot Profile ID** function on this link.

<https://profile.classattendancetracker.com>

**Enter your E-MAIL address** (this must be the E-MAIL address you registered when you first created your Profile ID), **Enter your 15 digit PROFILE ID**

Click the **Continue** button

Please enter your E-mail and Profile ID to continue.

E-MAIL

PROFILE ID

Continue

**1** **Screen 1:** Your **FIRST NAME** and **LAST NAME** is shown and can be changed

Click the **Next** button

Please confirm/update your name.

Florence

Nightingale

Next

**2** **Screen 2:** Your **POSITION TITLE, DEPARTMENT, EMPLOYEE NUMBER** and **ORGANISATION** is shown and can be changed

Click the **Next** button

Please confirm/update your employment details.

Nurse Practitioner

Education

EMPLOYEE NUMBER ?

Organisation University Hospitals Birmingham NHS Foundation Trust

Next

< back to the previous step

**3** **Screen 3:** Click **NO** (unless you want to share your data with another Employer or University)

You have selected University Hospitals Birmingham NHS Foundation Trust as your Primary Employer. Do you also work for another Employer?

YES NO

< back to the previous step

4

**Screen 4:** Your **E-MAIL** address and your **ENCRYPTED NI** (hidden using stars) is shown and can be changed

Please confirm/update your E-mail and Encrypted NI.

uhb@catqr.com

uhb@catqr.com

\*\*\*\*\*

Your actual NI number has been Encrypted.

[< back to the previous step](#)

If you click the **Save** button then a **Profile ID Registration E-mail** is sent to the **e-mail address you registered automatically** confirming all the details you submitted including your **15 digit PROFILE ID**.

That's it, you have now updated your **PROFILE ID**.

Click the **Save** button



**Important**

**Make a note of your unique 15 digit PROFILE ID** from the email you received above – you will need to copy your **PROFILE ID into your CATQR mobile app**.

### Profile ID Registration

 iPDF <no-reply-profile@shinotechdigital.co.uk>  
To  uhb@catqr.com

Dear Florence,

Thank you for registering for a Profile ID.

Here are the details you submitted:

**First Name:** Florence  
**Last Name:** Nightingale  
**Position Title:** Nurse Practitioner  
**Department:** Education  
**NHS Trust:** University Hospitals Birmingham NHS Foundation Trust  
**Secondary NHS Trust:**  
**Employee Number:**  
**Encrypted NI:** 5HCITVUOGQ7WSHR  
**Profile ID:** 5HCITVUOGQ7WSHR  
**E-mail:** [uhb@catqr.com](mailto:uhb@catqr.com)

Please keep this E-Mail so that you can copy your Profile ID into the Sign in page of the system.

Regards,

Interactive PDF

DO NOT REPLY to this E-mail as [no-reply-completion@shinotechdigital.co.uk](mailto:no-reply-completion@shinotechdigital.co.uk) mailbox is not monitored.