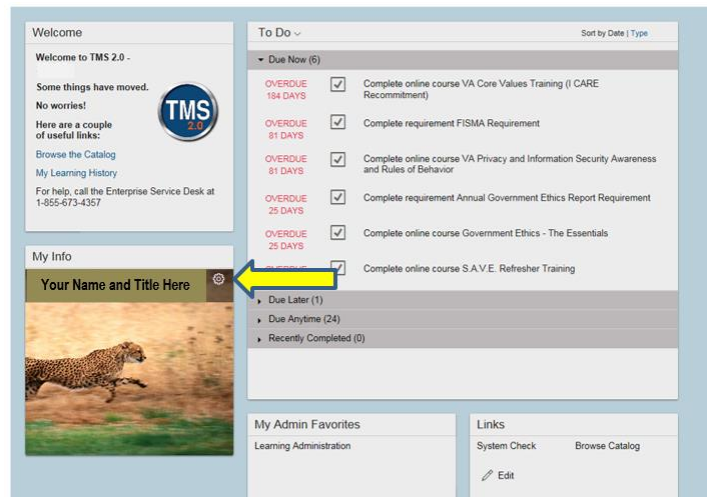
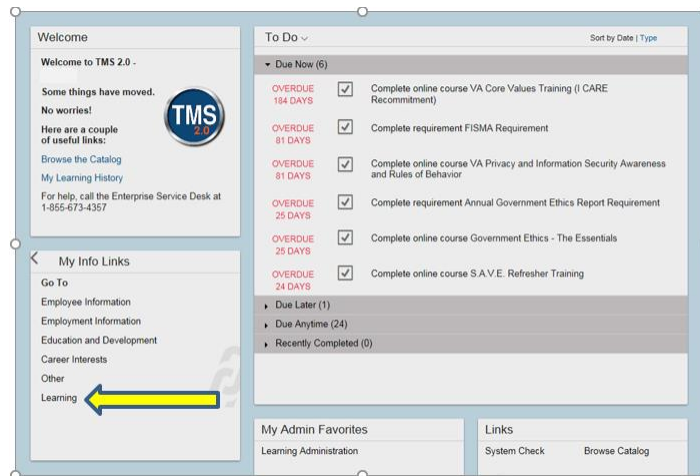


Update User eProfile ID for COPE Accreditation

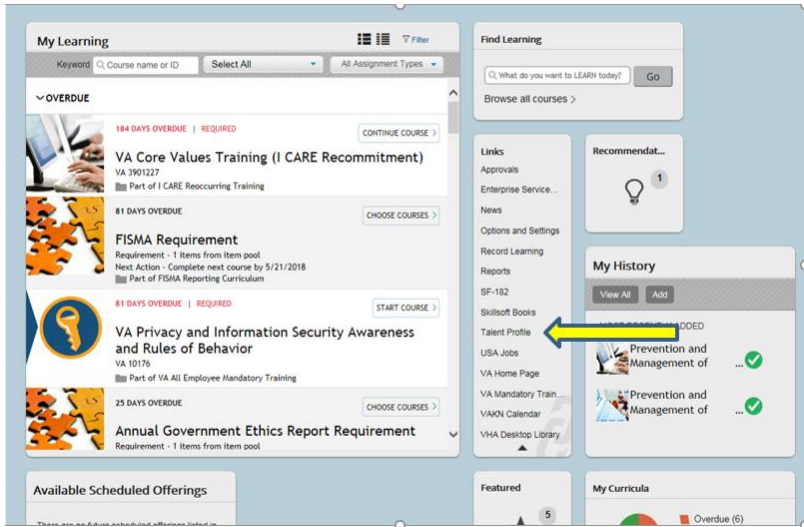
1. Log in to TMS. From the Home page, click on the My Info cog



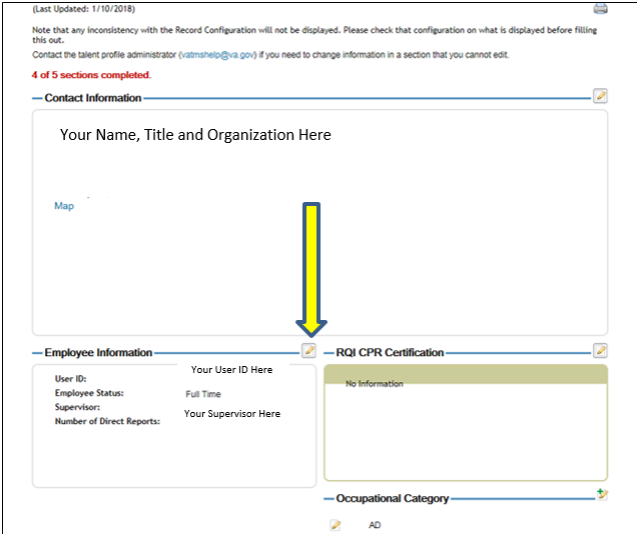
2. Click on **Learning**



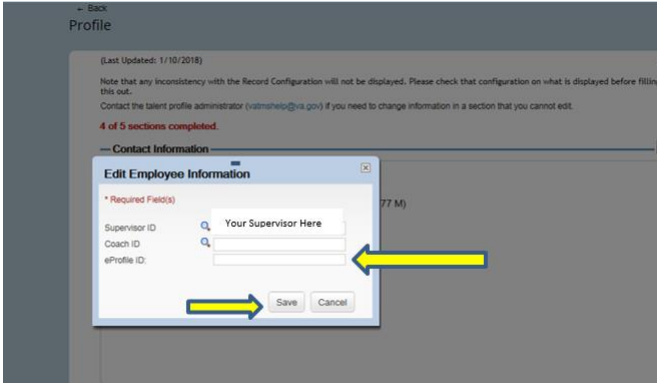
3. Click on **Talent Profile**




4. Under **Employee Information**, click on the pencil icon to Edit



5. Enter your COPE OE Tracker number in the eProfile ID field. Click **Save**





6. After you Save, your COPE OE Tracker number will be entered in TMS

Contact Information 


Your Name, Title and Organization Here


[Map](#)

Employee Information  **RQI CPR Certification** 

User ID:	Your User ID Here
Employee Status:	Full Time
Supervisor:	Your Supervisor Here
Number of Direct Reports:	
eProfile ID:	123456

No Information

Occupational Category 

 AD
