"My Information" is a subfolder of "My User Configuration". This subfolder has viewable and updateable user's profile information, such as, but not limited to, "Name" and "email address".

Steps to Navigate to/Edit "My User Information" in the "My information" Folder Menu

Step 1: Navigate to the Home Workspace*.

*To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the "HMIS Basic User 2025 Manual".

Step 2: Select the "My ClientTrack" secondary sidebar* menu option. A dropdown menu will appear under the "My ClientTrack" folder.
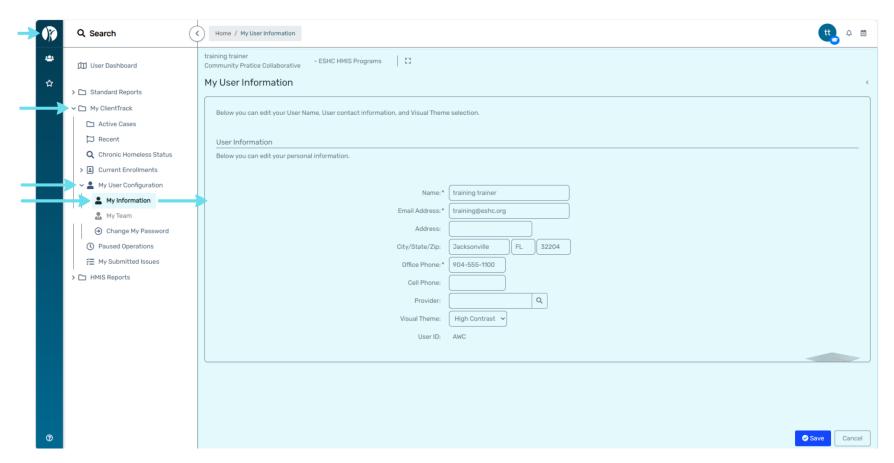
*For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the "HMIS Basic User 2025 Manual".
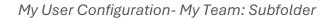
Step 3: Select the "My User Configuration" secondary sidebar menu option. A dropdown menu will appear under the "My User Configuration" subfolder.

Step 4: Select the "My Information" secondary sidebar menu option. ClientTrack will navigate to the "My User Information" workspace container. If no changes are intended to be made, click the "Cancel" button, and ClientTrack will navigate to the "Client Dashboard" workspace container. For instructions on how to make changes, continue to Step 5.

Step 5: Make any applicable changes. Required elements are marked with a (*).

Step 6: Click the "Save" button to save changes. A pop-out window will appear confirming the successful save. Click "OK".   Click the "Cancel" button to exit without saving. Whether the "OK" or "Cancel" button is selected, ClientTrack will navigate to "Client Dashboard" workspace container.

My Information

My User Configuration- My Team: Subfolder

The "My Team" subfolder is a tool for supervisors to manage appropriate HMIS team members. For more information on the "My Team" subfolder, please reach out to your supervisor or email hmis@changinghomelessness.org.