

# Public Access: Complete MySD Personal Profile

1 Login and Navigate to the Public Dashboard. Click "**Personal Info**"

The screenshot displays the MySD Public Dashboard interface. On the left is a blue sidebar with the text 'SDBMOE Licensee' at the top. Below it are two menu items: 'Home' with a house icon and 'Public Dashboard' with a document icon. The main content area is white and divided into three columns. The first column, 'Personal info', contains a 'Training Module' section with a profile picture placeholder (200x200), the name 'Public', address '321 guide avenue, Sioux Falls, SD 54821', and email 'training102@lakenology-test.com'. Below this is a 'My quick links' section with five blue buttons: 'Personal Info' (highlighted with a green circle), 'EMS CE Course Application', 'Start a New Application', 'Third Party Payment', and 'Start a New Corporation'. The second column, 'Previous orders', has a table header with 'View Details', 'Order Number', and 'Date', and a message 'No records to display.' below it.

2

Review personal information and revise as needed. Click "**Submit Personal Information**"

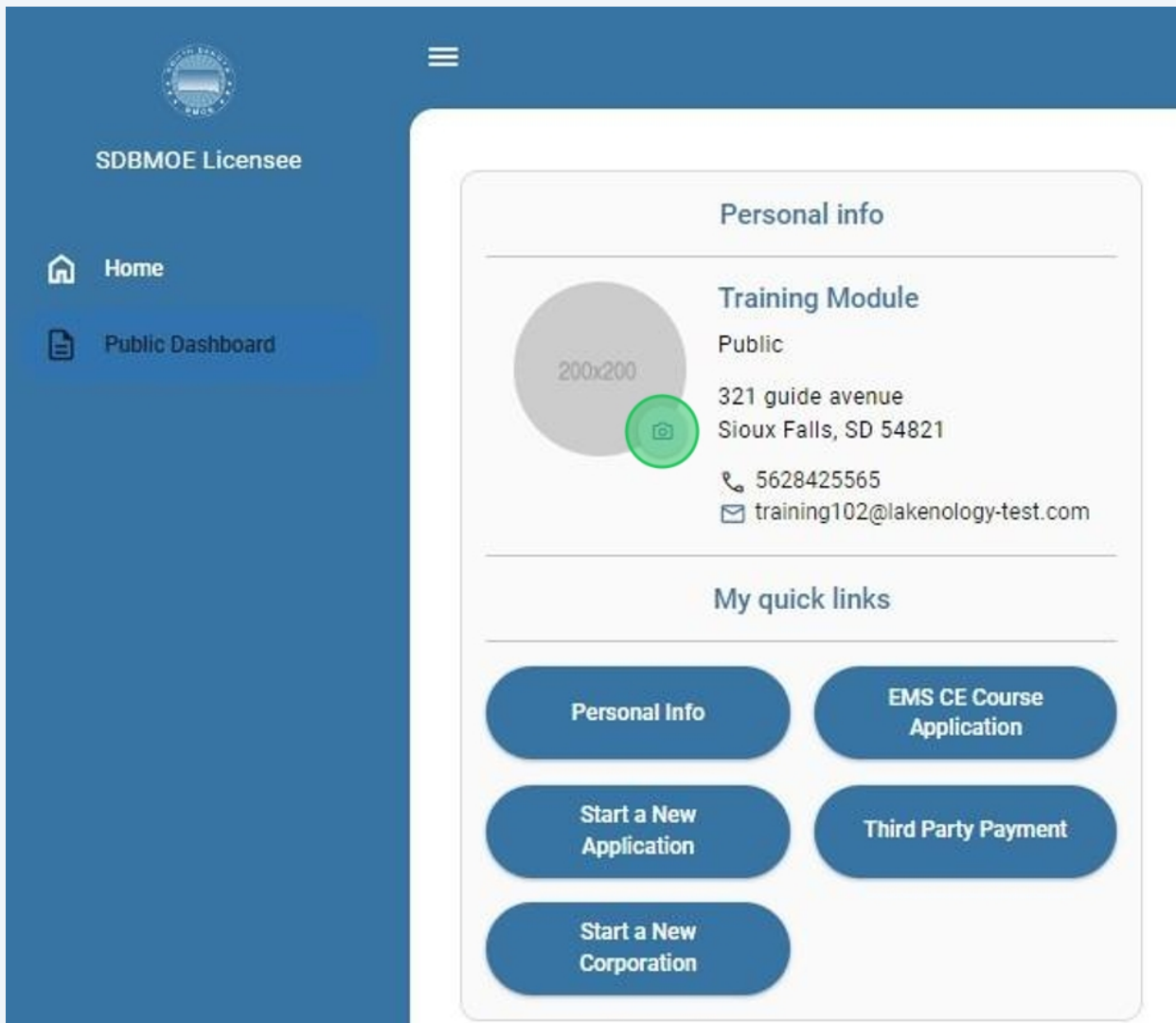
The screenshot shows a user interface for a 'DE Licensee' dashboard. The user is identified as 'Training Module'. The page contains a 'Personal Information' section with the following fields:

- First Name: Training
- Last Name: Module
- Street Address: 321 guide avenue
- City: Sioux Falls
- State: SD
- Postal Code: 54821
- Country: US
- Email: training102@lakenology-test.com
- Phone Number: 5628425565

A blue button labeled 'Submit Personal Information' is located below the form fields. A green circle highlights the word 'Personal' in the button text.

3

Your updated personal information now displays on your dashboard. Click the **camera icon** and upload your photo from a file stored on your computer



4

Your Personal profile information is now complete. Please review for accuracy

**SDBMOE Licensee**

Home

Public Dashboard

### Personal info

**Training Module**  
Public  
321 guide avenue  
Sioux Falls, SD 54821  
5628425565  
training102@lakenology-test.com

### My quick links

- Personal Info
- EMS CE Course Application
- Start a New Application
- Third Party Payment
- Start a New Corporation