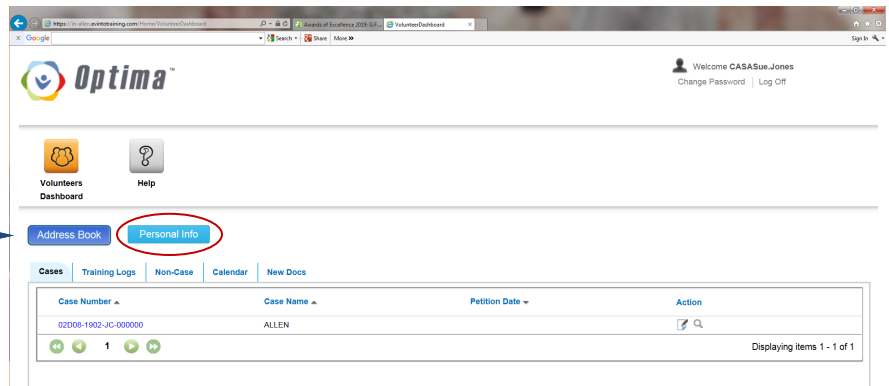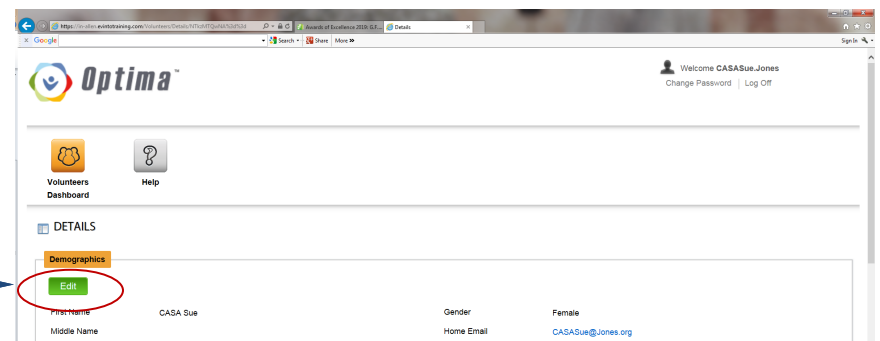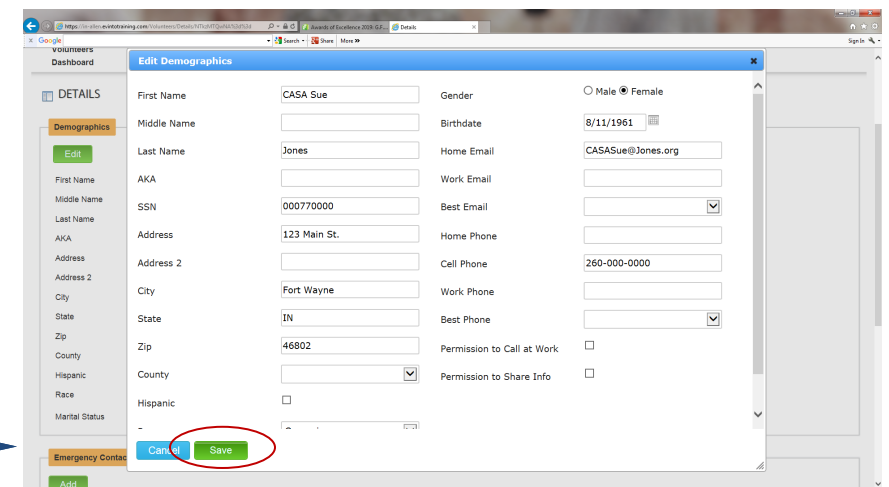# How to update personal Info in Optima:

1. Log in to Optima

2. On the "Volunteers Dashboard"

   click on "Personal Info"

3. Under "Demographics" click on "Edit"

4. A new box will appear -

   "Edit Demographics"

   Make changes then click "Save"

5. On "Volunteers Dashboard" scroll down to "Emergency Contacts" then click "Add"

6. A new box will appear -

   "Add Emergency Contact"

   Make changes then click "Create"

5. On "Volunteers Dashboard" scroll down to bottom of screen and click "About." Click "Edit" under any section and add information about yourself that you would like the CASA program to know (e. g. special skills, languages spoken, case preferences)