

## How to Update Your Called Worker Profile in the WELS Database

### **To update your record:**

Go to <http://cloud.wels.net/me>, read the important information, then proceed to My WELS Cloud and login (your username will always end with [@wels.net](mailto:@wels.net)). Click on a link to review and update it. Instructions to help you with the forms are available on the My WELS Cloud site.

### **Don't remember your username?**

Visit the WELS Online Yearbook at <http://myb.wels.net/>. Search for your listing, open your information card and click on your name. An alert box should pop up showing you your associated username.

### **Don't remember your password?**

Reset it by going to <http://account.wels.net> and clicking the "reset password" button. A one-time password will be sent to the e-mail address we have on file for your account. If your e-mail address has changed, contact the WELS Help Desk.

You may update your record online 24/7/361 – go to the WELS Cloud anytime throughout the year and make changes as they occur. Changes made to contact information will be reflected in the online yearbook, which is updated every Monday, Wednesday, and Friday Monday morning.

### **Need assistance?**

For assistance with accessing the online forms, contact the WELS Help Desk Monday through Friday from 8:00 a.m. to 4:00 p.m. central time at 414-259-4357 or [support@wels.net](mailto:support@wels.net). For other questions, contact Carla Martin at [carla.martin@wels.net](mailto:carla.martin@wels.net) or 414-256-3202.

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