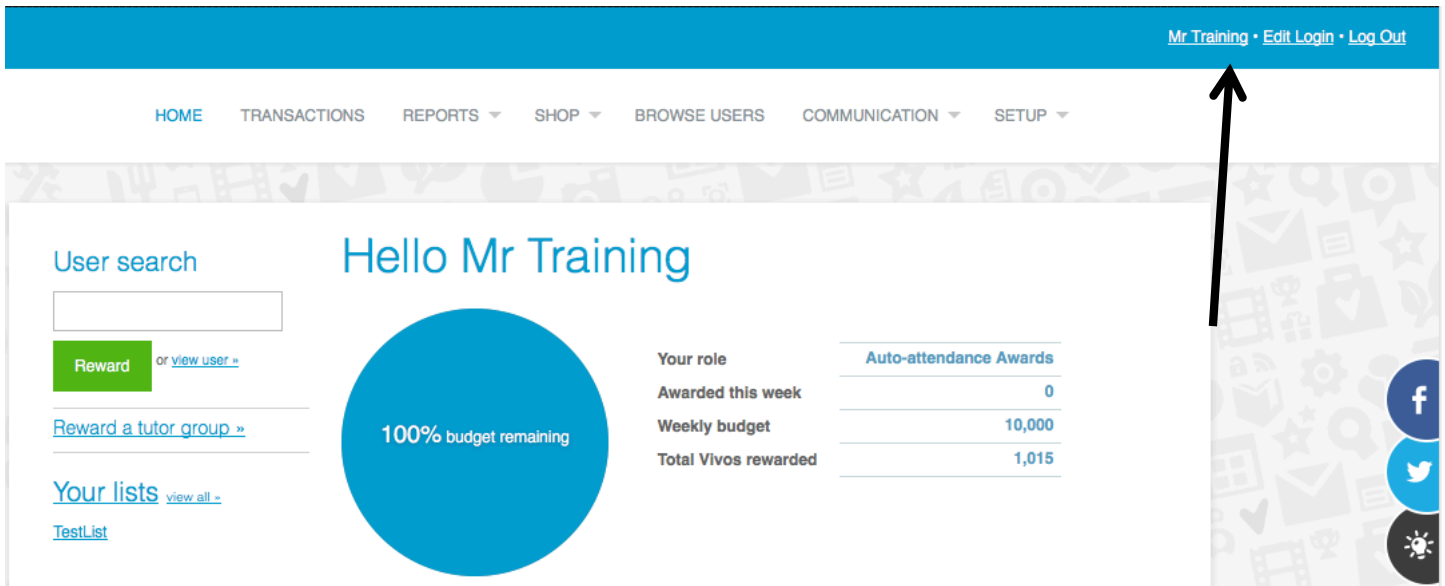


# How to change the salutation for teacher?

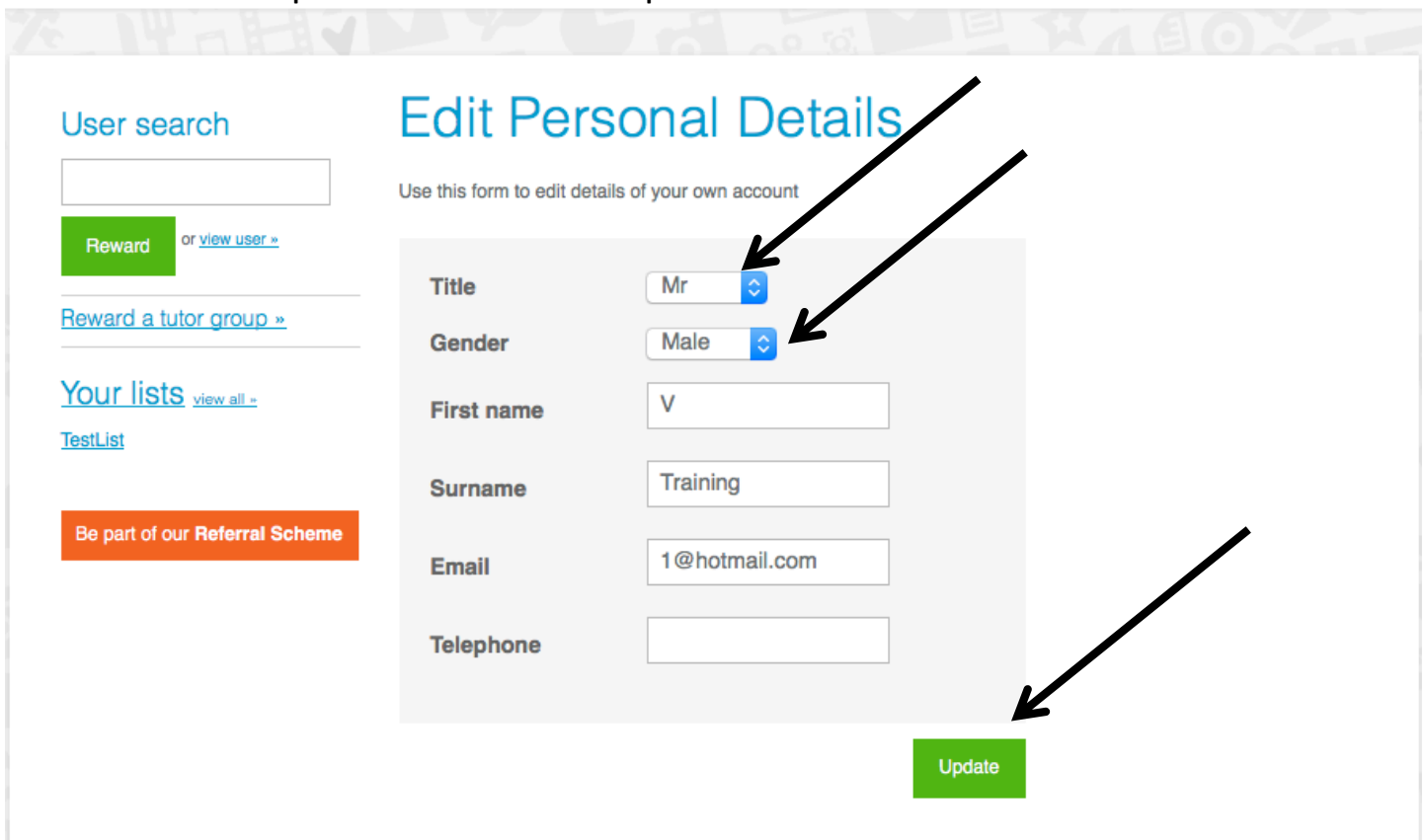
1. From the home page go to the top right hand corner and click on your name.



The screenshot shows the top navigation bar with links for [Mr Training](#), [Edit Login](#), and [Log Out](#). Below this is a menu with [HOME](#), [TRANSACTIONS](#), [REPORTS](#), [SHOP](#), [BROWSE USERS](#), [COMMUNICATION](#), and [SETUP](#). The main content area is titled "Hello Mr Training" and includes a "User search" box, a "Reward" button, and a "100% budget remaining" indicator. On the right, there is a table for "Auto-attendance Awards" and a sidebar with social media icons.

Your role	Auto-attendance Awards
Awarded this week	0
Weekly budget	10,000
Total Vivos rewarded	1,015

2. Edit the required details. Click update.



The screenshot shows the "Edit Personal Details" form. It includes a "User search" box, a "Reward" button, and a "Be part of our Referral Scheme" button. The form fields are: Title (Mr), Gender (Male), First name (V), Surname (Training), Email (1@hotmail.com), and Telephone. An "Update" button is located at the bottom right. Three arrows point to the "Title" dropdown, the "Gender" dropdown, and the "Update" button.