1. **Overview**

   See Purpose.

2. **Purpose**

   The purpose of this document is to outline how to update your Profile and account details.

3. **Scope**

   This policy applies to all OOC schools and food providers. In the event that you need any assistance please contact OOC.


2. Select **PROFILE**.

4. A range of details can be viewed and change here including contact details, update password, amend cut off times and your POS details (if applicable).

   **NOTE** - You need to inform Our Online Canteen by phone or email of any bank account changes.