

How to View and Edit Your SPARS Profile Information

March 2025



Welcome to the **How to View and Edit Your SPARS Profile Information** training video. During this video, we will provide instructions on how users can manage their SPARS User Profile information, which includes viewing notifications that users will receive from SPARS.

I'm [Name] and I'm part of the SPARS team that provides technical support to SAMHSA SPARS users and staff that use SPARS.

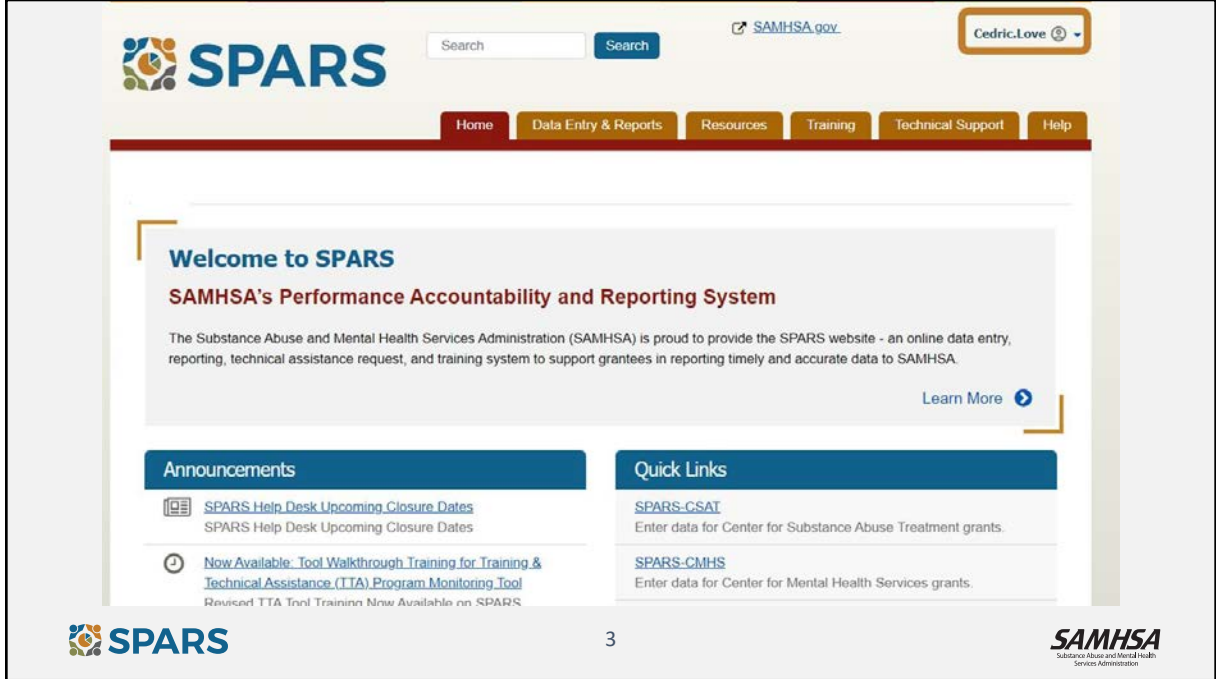
Learning Objectives

By the end of this training, users will be able to:

- Find where their SPARS User Profile is located
- View and edit their SPARS User Profile information
- View SPARS notification settings



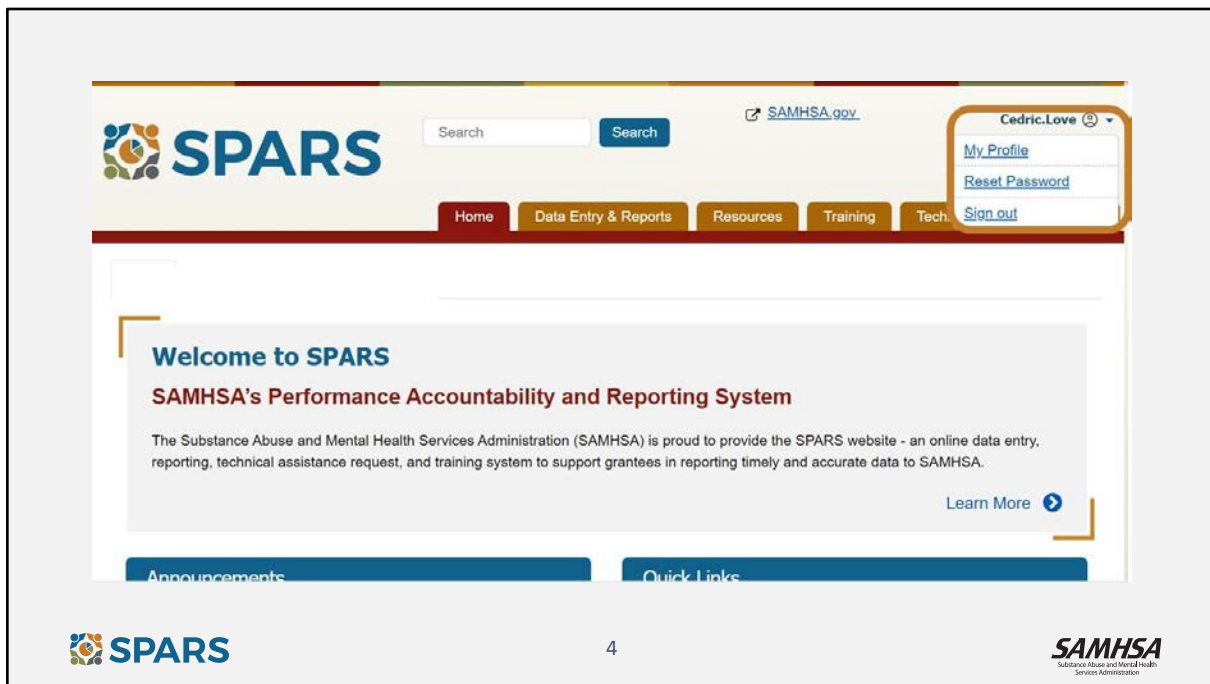
By the end of this training, users will learn where they can find their SPARS user profile so that changes can be made to their name, email address, phone number. They will also know how to view the notifications that SPARS will send out to the user's email. It is important for users to keep their user profile information up-to-date, so they can receive required SPARS user sign-in, password, and notification emails.



To access the SPARS user profile page, start on the SPARS Homepage ([Homepage | SPARS](#)). On the homepage, the user can go to their preferred area by clicking any of the tabs at the top of the home page, such as Data Entry & Reports, Resources, Training, and Technical Support, the links within the Quick Links section, or the “**Sign in**” link at the top right corner of the homepage.

Once the user has signed in to SPARS, they can look at the top right corner of their screen to see their first and last name next to the user profile icon. SPARS users should click on their name to display a drop-down menu.

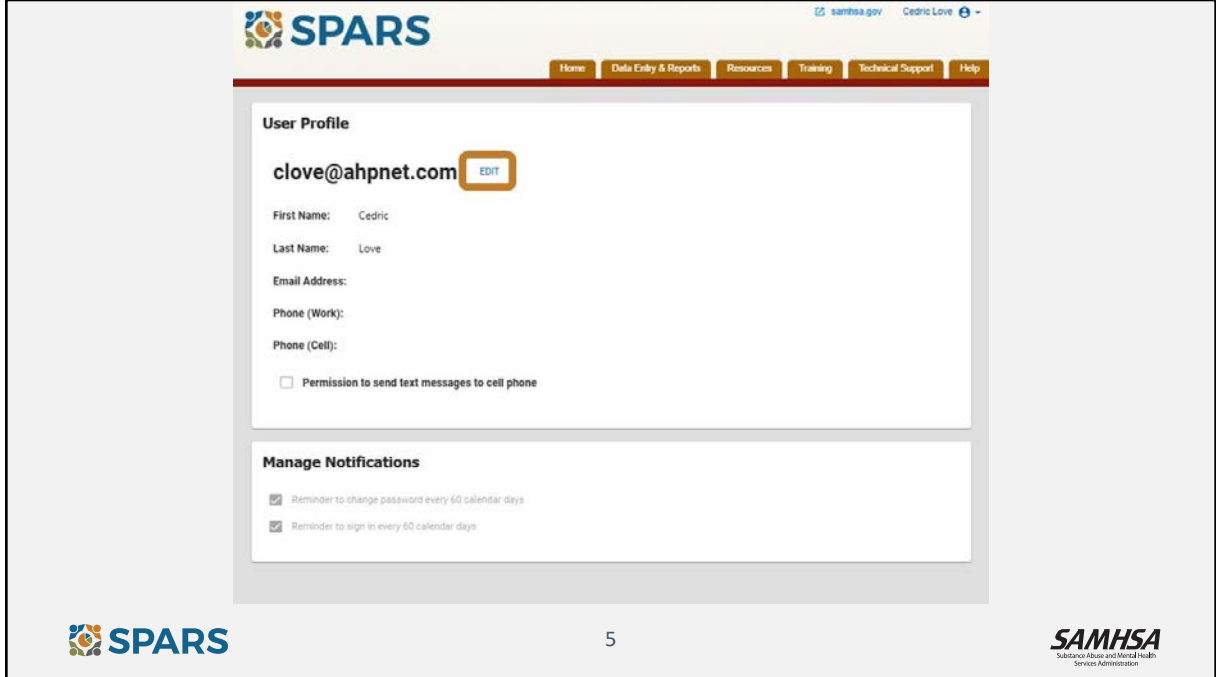
We will now click on the name in the top right corner of the screen.



Upon clicking their name in the top right corner of the screen, SPARS users will see a drop-down menu with the following three selections:

- **“My Profile”** – Allows SPARS users to view information and settings associated with their SPARS account.
- **“Reset Password”** – Allows SPARS users to change the password to sign in to their SPARS account. For more information on this topic please review the **How to Reset Your Password in SPARS** training video.
- **“Sign out”** – Signs users out of their account ending their current session. For more information on how to sign out of SPARS, users can view the **How to Sign in to SPARS** training video.

Let's click on **“My Profile”**, to begin to view and edit a SPARS user's profile.



After clicking **“My Profile”**, users will be directed to their User Profile page in SPARS. On the User Profile page, users will be able to see two sections:

- **“User Profile”**
- **“Manage Notifications”**

The information currently in the **“User Profile”** section is the current information for the user’s account including name, email address, and phone numbers.

The **“Manage Notifications”** section shows which notifications users will receive from SPARS. Currently, users cannot edit the notifications. In the future, users will have the ability to indicate which notifications they want to receive for certain optional notifications.

Let’s see what can be edited in the **“User profile”** by clicking **“Edit”**.

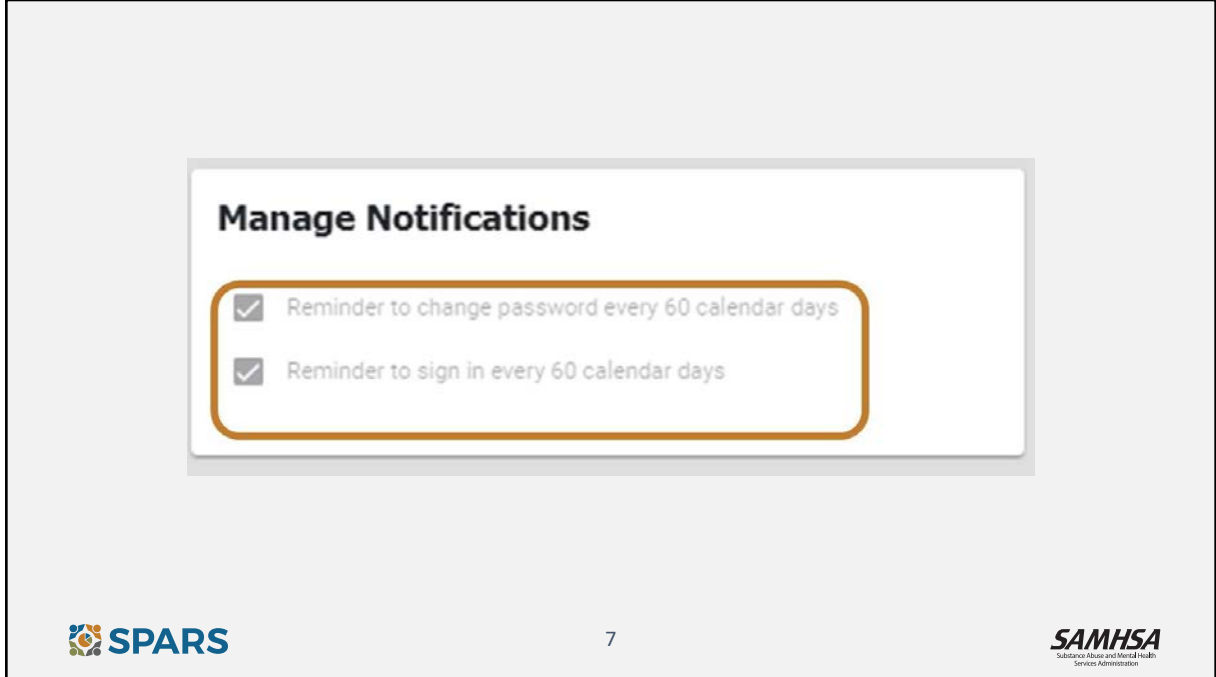
Upon clicking “**Edit**”, SPARS users will have the ability to edit the following text fields:

- **Username:** SPARS users can change their username that is used to sign in.
- **First Name:** Users can change their first name to reflect the first name that SPARS will use/display in the system.
- **Last Name:** Users can change their last name to reflect the last name that SPARS will display in the system.
- **Phone (Work):** This field allows users to make updates to their work phone number. Users are not required to provide a work phone number.
- **Phone (Cell):** Users can update their cell phone number. Like the work phone number field, users are not required to provide a cell phone number.
- **Permission to send text messages to cell phone:** And lastly, this checkbox indicates whether users would like for SPARS to send text messages to their cell phone. SPARS is currently not sending text message notifications, but “checking” this checkbox will allow users to receive text message notifications once SPARS implements this feature.

The text field for **Email Address** cannot be edited. Users can view the email address that SPARS will use for communications and username and password recovery from this page, however if users need to make changes to the email address listed here, they should contact the SPARS Help Desk to have their email address changed.

Once users have edited the profile fields, the user can click **“Save”** to save all edits to their “User Profile.” Users can make as many edits to these fields as needed.

Once the edits to the User Profile have been saved, this information will now be used to sign in to SPARS and for contacting users.



The last section of the User Profile page that we will go over is called “Manage Notifications.” Users can view the notifications that they will be receiving from SPARS. Currently, the only notification options available are not optional and cannot be changed, but more notification options will be made available in the future.

Currently there are two SPARS notifications that SPARS will send.

- The first notification that SPARS will send is to remind users to change their password every 60 calendar days before their password expires.
- The second notification that SPARS will send is to remind users to sign in to SPARS every 60 calendar days before the SPARS account is suspended and will no longer allow the user to sign in to SPARS even if their username and password is correct.

SPARS will send reminder notifications to users to change their password or to sign in to SPARS every 10 calendar days, 5 calendar days, and 1 calendar day before password expiration or account suspension. Users should follow the instructions on the reminder notifications to avoid any disruption to their SPARS account. All these notification options are grayed out and cannot be changed.

Additional SPARS User Trainings

Other SPARS user management trainings available include:

- How to Sign in to SPARS
- How to Reset Your Password in SPARS
- How to Find Your Username in SPARS




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For more information on how to use SPARS, users can view the following trainings:

- **How to Sign in to SPARS**
- **How to Reset Your Password in SPARS**
- **How to Find Your Username in SPARS**





For general questions, please contact the SPARS Help Desk Monday-Friday 9am-8pm ET:

Phone: 800-685-7623

Email: SPARSHelpDesk@mathematica-mpr.com

Please rate this video and let us know how we're doing!

Thank you for joining us for the **How to View and Edit Your SPARS Profile Information** training.

If users have any questions or issues, they can reach out to their GPOs or to the SPARS Help Desk whose contact information is presented here on the screen. The Help Desk is open Monday through Friday from 9am to 8pm Eastern Time. The SPARS Help Desk is closed on New Years Day, Martin Luther King Jr Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after Thanksgiving, and Christmas Day. Users can also check the SPARS announcement page on the SPARS homepage to look for upcoming holidays for when the help desk will be closed. When contacting the SPARS Help Desk, users are encouraged to provide their name, organization, grant number, and a detailed description of their question. Grantees can also request Technical Assistance for any topics discussed in the virtual training.

If you have any feedback related to this video or suggestions for other trainings, please complete the SPARS Feedback Survey after viewing this course. At the end of the video, a Completed Course pop-up window will appear; click “**Next**” and then select the “**Share Feedback**” button to complete our survey.

Users have the option to download a course completion certificate from the **Completed Course** pop-up window; click the **Download Certificate** button to save your certificate. We welcome your feedback and look forward to hearing from you. Thank you!