



# How do I...

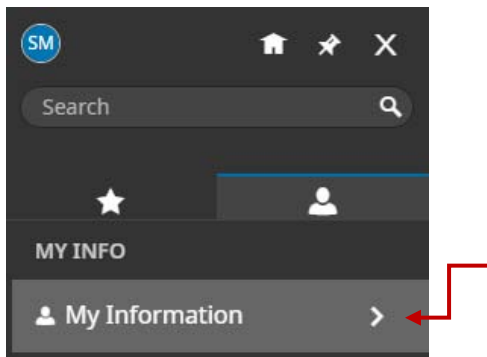
...update my shirt and coat size for KNCC gear?

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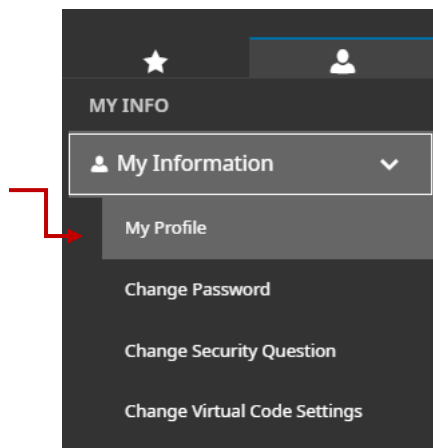
Click the **menu button** at the top left corner of the home page



Click **My Information** drop-down



Click **My Profile**



Click the **HR** tab



Complete both fields for **Shirt Size and Coat Size**. Each drop down has sizes from XS – XXXL.

A section titled 'HR Custom Fields' with a dropdown arrow. Below the title are two dropdown menus. The first is labeled 'Shirt Size' and has 'L' selected. The second is labeled 'Coat Size' and also has 'L' selected.

Once you have entered your size for both fields, click **SAVE** located in the top right corner of the page.



Note\*\*\* It is important when making changes in your profile that you save everything before exiting the page.