How do I…

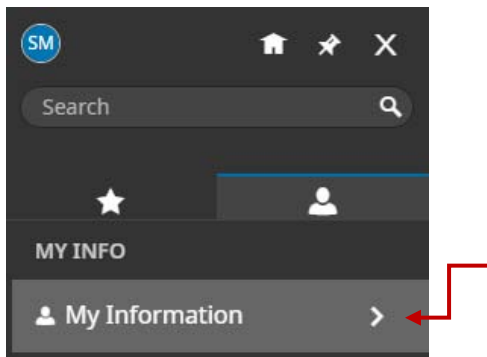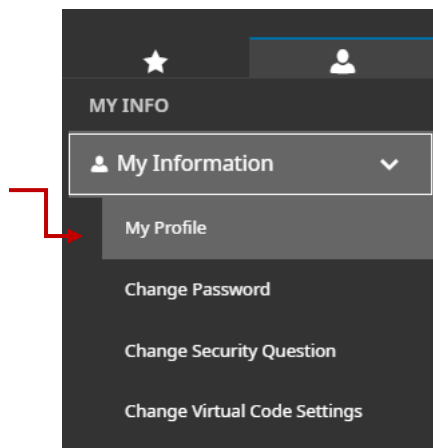## …update my shirt and coat size for KNCC gear?

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.

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.