How to Update Your Profile

1. Go to the Practitioner Service Directory and log in with the User Name and Password provided by Covansys. If you are employed through an agency and do not have a User Name or Password, your agency will update your information for you.

2. Go to “Update Matrix Section”

3. In the middle of the page, look for “Add/Update/Delete”

4. Information in “BLUE” can be updated. Experience, comments, counties served and openings.

5. Information in “GRAY or RED” must be updated by CSC/Covansys. Name, phone number, Email, degrees, services, etc.

6. To edit information in gray/red, you must Email Provider Enrollment. A link to this Email is located at the top of the screen. A pop-up window will appear when clicked. [NOTE: Disable the pop-up blocker on your internet tool bar in order for the window to come up.] Enter information that you wish to have changed and send the Email to CSC/Covansys.

7. If you need additional assistance with the Practitioner Service Directory, please contact the Covansys Help Desk at 1-866-639-2916, ext. 3