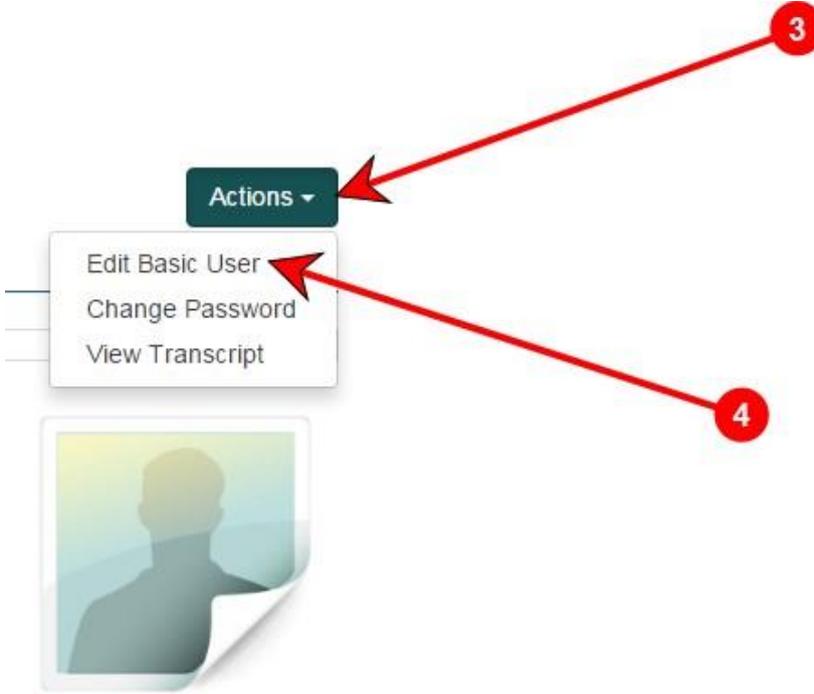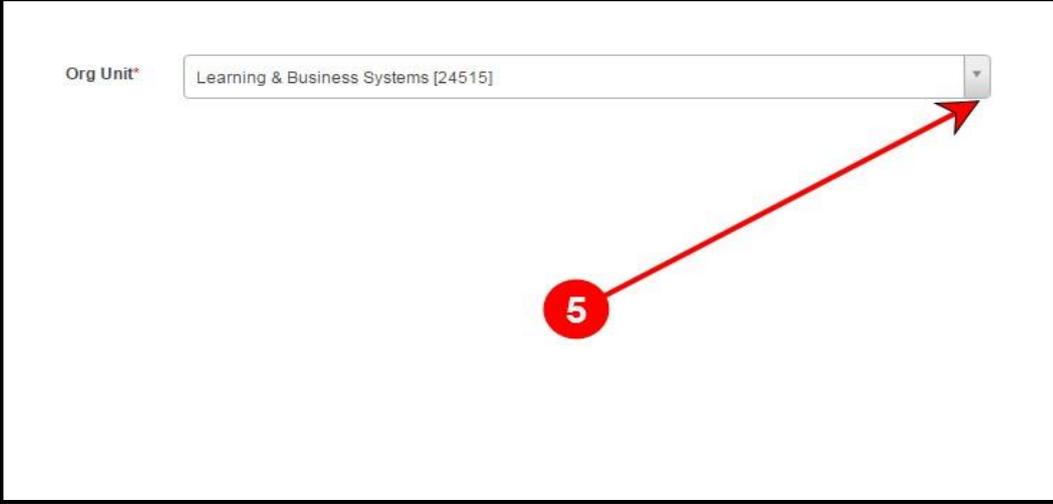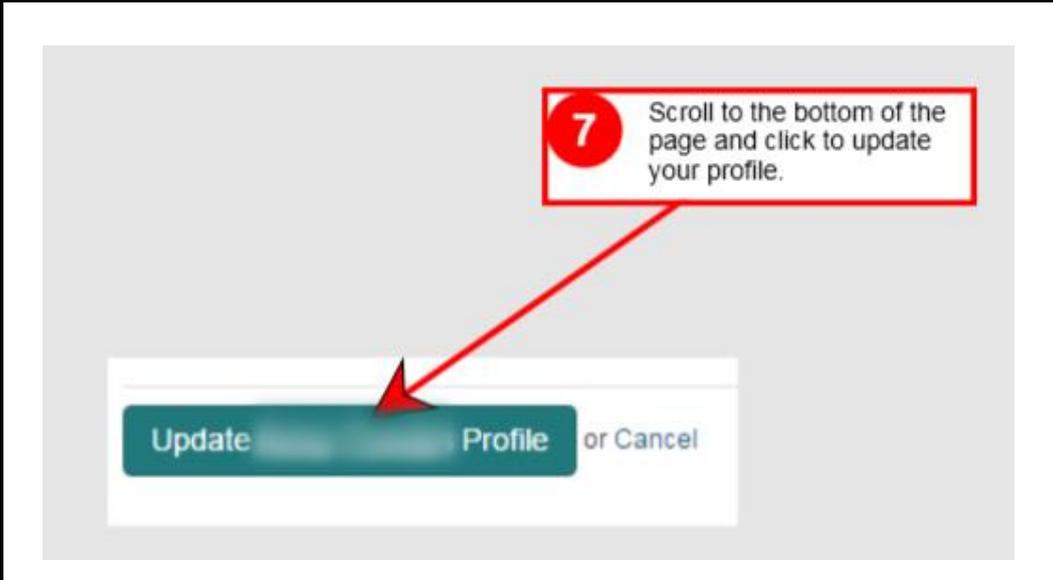# Changing Your School or Directorate and Reporting Lines

This reference guide explains how to change the school or directorate you are assigned to. Normally this will automatically occur in the system through nightly data feeds from the Department's HR and Identity Management systems. However, this can be changed manually in the system for users who are in relieving positions, or, are reporting to someone other than a Principal or Director.
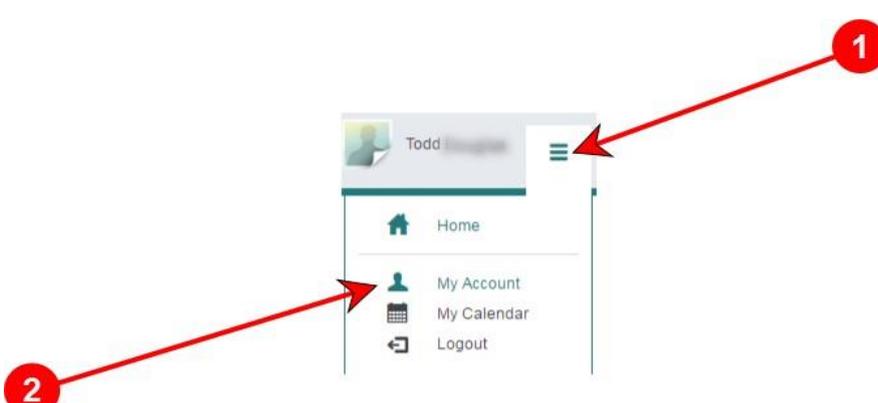
	Step 1: Select the hamburger menu in the top right hand corner of the screen. Step 2: Select the **My Account** link.
	Step 3: Click on the **Actions** button Step 4: Select **Edit Basic User** menu item.

Org Unit* `Learning & Business Systems [24515]` ▾ **5**	**Step 5:** You can change the School / Directorate you are working in. Please note: this will trigger an email to the Principal / Director responsible. If you change this setting, please change the **Reports To** field also.
Reports To `Elsa ____ 453b-bb34-4a2996537bf7]` ▾ **6**	**Step 6:** The **Reports To** setting allows you to change who you are reporting to in the MyPL system. This is useful for schools where the Principal delegates responsibility for professional learning to a senior executive, or, for casual teachers attached to a particular school.
7 Scroll to the bottom of the page and click to update your profile. `Update ____ Profile` or Cancel	**Step 7:** Scroll to the bottom of the page and click the **Update** button to save any changes made to your profile.