

## Updating Your WELS Profile and Self-Assessment

WELS Called Worker Profile and Self-Assessment information is maintained on My WELS Cloud at [cloud.wels.net/me](https://cloud.wels.net/me). This site is available for you to update your information at any time.

Any modifications you make to your WELS Profile (your personal, family, and educational information) will be reviewed by Commission on Lutheran Schools office and once approved, will flow into the database. We can only guarantee that information received by September 1st will make it into the printed 2023 yearbook.

Please comment in the Profile section to alert us of any special circumstance that limits or eliminates your ability to consider a divine call elsewhere.

Changes to your Self-Assessment information should be reviewed by your principal, early childhood director, or Board of Education chairman (for principals and directors) before you submit them. *Please note that this is not the Summative Teacher Evaluation that reviews classroom instruction and management, etc. This is the information about your ministry preferences, abilities, and experience.* Once submitted, these changes will flow directly into the database.

### **To update your record:**

Go to [cloud.wels.net/me](https://cloud.wels.net/me), read the important information, then proceed to My WELS Cloud and log in. Click on a link to review and update it. Instructions to help you with the forms are available on the My WELS Cloud site.

### **Don't remember your username?**

Visit the WELS Online Yearbook at [yearbook.wels.net](https://yearbook.wels.net). On the People tab, enter your last name and click the search button. Click on your name and your information will be displayed. Then click on your name in the gray bar to see your username. If you don't have a username, contact the WELS Help Desk.

### **Don't remember your password?**

Please follow the instructions found in the [WELS Cloud Password Reset Process](#).

You may update your record online anytime! Go to the WELS Cloud throughout the year and make changes as they occur. Changes made to contact information will be reflected in the online yearbook, which is updated every Monday, Wednesday, and Friday morning.

**New graduates**, it is especially important that you update your record so that we have your contact information. We have already created an account for you. Please follow the instructions for "Don't remember your password" to create a new password.

### **Need assistance?**

For assistance with accessing the online forms, contact the WELS Help Desk Monday through Friday from 8:00 a.m. to 4:00 p.m. central time at 414-259-4357 or [support@wels.net](mailto:support@wels.net). For other questions, contact Lutheran Schools at [lutheranschools@wels.net](mailto:lutheranschools@wels.net) or 414-259-4354.