

# How can I edit an existing profile within the Cisco Device Activation (CDA) portal?

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**For External Customer / Partner Use Only:** These instructions are provided to help customers / partners perform the following action themselves to resolve the issue. If the customer / partner runs into issues following the instructions, please have them open a case with licensing support (<https://www.cisco.com/go/scm>) To help resolve. Please **DO NOT** perform these actions yourself if you are an internal Cisco resource outside of the Licensing Support team.

Before You Start Ensure You Have the Following:

- Active Cisco.com account
- Users Need to have explicit CDA access.
- Users need to have explicit access to their profile.

Step 1: Click on [Profile Management](#) link.

Step 2: Select an option from the Search dropdown, enter a search term, then click on **Search**.

Step 3: Select the required company name from the **Company Name** dropdown. *(All the profiles associated to that company name will be displayed.)*

Step 4: Select a **Profile Name** and click on **Edit** to edit the profile

Step 5: Click **YES** to continue editing, or **NO** to go back.

Step 6: Upload a **Profile Configuration** from the **Upload File** option.

Step 7: Click on the **XML** or **TEXT** link to download the respective sample Profile Configurations.

- Clicking on **Update Mapping** will update the profile.
- Clicking on **reset** will reset the form.
- Clicking on **cancel** will close the Edit Profile Mapping dialog box.

Step 8: Click on **Update Profile Mapping** to update the profile. *(A success message will appear confirming the same.)*

## Troubleshooting:

If you experience an issue with this process, that you cannot address, please open a case at [Support Case Manager \(SCM\)](#) using software Licensing option.

For feedback on the content of this document, please submit [here](#) .