

# How to Add an Agree to Terms Checkbox to User Profiles

Version 4

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Learn how to add an *I agree to the terms* checkbox to the Edit Profile page. Users will be required to check *I agree to the terms* before they can save their profile.

The screenshot shows the Communifire user profile edit page. The top navigation bar includes the Communifire logo, a search bar, and links for Home, Browse, Create, Spaces, and a user profile for Alexis. On the left, a sidebar menu lists profile sections: Edit Profile, Personal Information, Contact Information, Work Information, Location, About me, and Profile Photo and Avatar. A green 'Save' button is at the bottom of the sidebar. The main content area displays the 'Required Information' widget, which contains a checkbox labeled 'I agree to the terms'. Below this, the 'Personal Information' section includes fields for First name (Alexis), Last name (Fox), Pronouns (she/her), and Date of birth (4/24/1982). The 'Contact Information' section includes fields for Email (alexis@axerosolutions.com) and Phone (444-333-5445).

1. Click the gear icon > **Control Panel** > **People** > **User Profiles**.
2. For the **Edit Profile** page, click the gear icon > **Edit Page**.
3. Click **Widgets**.
4. Click **Built in Widgets**.
5. Drag and drop a **Section** widget onto the page.
6. On the **Section** widget, click the gear icon > **Edit properties**.
7. Set the **Title** to *Required Information*.
8. Click **Save Widget**.

9. Click **Fields**.
10. Drag and drop the *I agree to the terms* field onto the page, in the **Required Information** section.
11. On the **I agree to the terms** field, click the gear icon > **Edit properties**.
12. Set **Number required** to *1*.
13. Click **Advanced**.
14. Uncheck **Show label**.
15. Click **Save Widget**.
16. Click **Publish changes**.
17. Click **Go to page**.

## Edit Terms and Conditions

You can edit your intranet's terms and conditions in **Control Panel > Content > [Top Level: CMS Pages](#)** .

tags : site-administrator