

Updating your profile and password

Getting started

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Updating your profile and password

Change your name, photo, language and password.

Beginner · About 4 minutes · Version 1.0 · Updated 17 November 2026

Overview

Each user can look after their own profile: their name, photo, language and password. Administrators manage other people's accounts separately.

Steps

Change your personal settings

1. Click your **profile picture** at the top right.
2. Choose **My Settings**. Your user record opens.
3. Update your **First Name**, **Last Name**, **Phone** and **User Image** as needed.
4. Check **Language** and **Time Zone**. A wrong time zone makes times on documents look wrong.
5. Click **Save**.

Change your password

1. Open **My Settings** as above.
2. Find the **Change Password** section and expand it.
3. Enter your new password, and your current one if asked.
4. Click **Update**. Use the new password the next time you sign in.

Important notes

- Choose a password that is long and not used anywhere else. A short phrase of several words is easier to remember than a complex short one.
- You cannot change your own roles. Ask your administrator.

Common mistakes

- Setting the wrong time zone, then wondering why posting times look off by hours.

Troubleshooting

If you cannot save your settings, you may have lost your connection. Refresh the page and try again. See Login problems.

Next steps

Read Notifications.

Related documentation

- Signing in to your workspace
- Creating users and assigning roles