

# Update Your User Account

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Your system administrator determines if you, as a user, can update your own account.

## To update your user account

1. On the upper left, click your username. The *User Account* page opens.
2. Review and update this information.

Field	Description	Valid Values
<b>User name</b>	Name or email address that the user needs to enter to log in.	200 alphanumeric and special characters
<b>Old Password</b>	Existing password that the user needs to enter to log in.	50 alphanumeric and special characters.
<b>New Password</b>	New password that the user needs to enter to log in.	50 alphanumeric and special characters. <b>Note:</b> Passwords are case sensitive. <b>Note:</b> Don't add this information if you do not want to change your existing password.
<b>Confirm password</b>	New password that the user needs to enter to log in.	50 alphanumeric and special characters.
<b>Primary Email</b>	User's primary email address.	Email account where the user can receive and retrieve notifications. For example, <a href="#">aaa@aa.com</a>
<b>Secondary Email</b>	User's secondary email address.	Additional email account where the user can receive and retrieve notifications. For example, <a href="#">aaa@aa.com</a>  <b>Note:</b> Click the add icon to add the address to the list of emails. Repeat this step if you want to add more email addresses to the account.  <b>Tip:</b> To remove an email from the list of additional emails, click the email address and then click the delete icon.
<b>UI Language</b>	Language in which the default user interface content appears for the user.	List of languages enabled for your solution.  <b>Note:</b> When the UI language is changed, the solution automatically refreshes to reflect the changes and the user can immediately work in the updated solution.
<b>Format Locale</b>	System Locale that defines the separators system uses for dates, numbers etc.	List of Locales  <b>Note:</b> Change it if you need to work on different not solutions default time zone  <b>Note:</b> When the Format Locale is changed, the solution automatically refreshes to reflect the changes and the user can immediately work in the updated solution.

### Helpful Links

[Juvare.com](#)

[Juvare Training Center](#)

[Announcements](#)

[Community Resources](#)

<b>Time Zone</b>	Time zone solution is working on.	List of Time Zones  <b>Note:</b> Change it if you need to work on different not solutions default time zone.  Note: When the Time Zone is changed, the solution automatically refreshes to reflect the changes and the user can immediately work in the updated solution.
<b>Real name</b>	User's first and last name.	200 alphanumeric and special characters
<b>Location</b>	User's assigned work location.	200 alphanumeric and special characters
<b>Office Phone</b>	Phone number at the user's work location.	+#-###-###-####
<b>Mobile Phone</b>	User's mobile phone number.	+#-###-###-####
<b>Department</b>	User's department at work.	200 alphanumeric and special characters
<b>Organization</b>	User's work organization.	200 alphanumeric and special characters
<b>Supervisor</b>	User's supervisor at work.	First and last name
<b>Attachment</b>	Any file related to the user that you want to attach to their account.	< 10 MB in size
<b>Comments</b>	Additional information about the user or their work situation.	200 alphanumeric and special characters

3. Click **Save**.