Update Your User Account

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
User name	Name or email address that the user needs to enter to log in.	200 alphanumeric and special characters
Old Pass word	Existing password that the user needs to enter to log in.	50 alphanumeric and special characters.
New Pass word	New password that the user needs to enter to log in.	50 alphanumeric and special characters. **Note**: Passwords are case sensitive. **Note:** Don't add this information if you do not want to change your existing password.
Conf irm pass word	New password that the user needs to enter to log in.	50 alphanumeric and special characters.
Prim ary Email	User's primary email address.	Email account where the user can receive and retrieve notifications. For example, aaa@aa.com
Seco ndar y Email	User's secondary email address.	Additional email account where the user can receive and retrieve notifications. For example, aaa@aa.com **Note**: 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. **Tip**: To remove an email from the list of additional emails, click the email address and then click the delete icon.
UI Lang uage	Language in which the default user interface content appears for the user.	List of languages enabled for your solution. Note: When the UI language is changed, the solution automatically refreshes to reflect the changes and the user can immediately work in the updated solution.
For mat Loca le	System Locale that defines the separators system uses for dates, numbers etc.	List of Locales **Note:** Change it if you need to work on different not solutions default time zone Note: When the Format Locale is changed, the solution automatically refreshes to reflect the changes and the user can immediately work in the updated solution.

Time Zone	Time zone solution is working on.	List of Time Zones **Note:** 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.
Real name	User's first and last name.	200 alphanumeric and special characters
Location	User's assigned work location.	200 alphanumeric and special characters
Office Phone	Phone number at the user's work location.	+#-###-###-####
Mobile Phone	User's mobile phone number.	+#-###-###-####
Department	User's department at work.	200 alphanumeric and special characters
Organization	User's work organization.	200 alphanumeric and special characters
Supervisor	User's supervisor at work.	First and last name
Attachment	Any file related to the user that you want to attach to their account.	< 10 MB in size
Comments	Additional information about the user or their work situation.	200 alphanumeric and special characters

3. Click **Save**.