Updating Your Account Information

The Account page allows you to edit your personal and professional information and control some of the system behavior you experience. Your account information is divided into three separate areas:

- Account
- Profile
- Preferences

   On the top menu bar click on Your Initials and click on Account.

2. On the Account page you can edit your login ID, password, and security questions.
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3. On the Profile page you can edit your user information and work information.

**If you are a state employee your name, email address, organization, job title, and manager is populated through a feed with the personnel system. Don’t change those fields. If they are incorrect contact your HR department to request the information to be updated.**
4. The preferences tab provides access to the following:
   - Languages: Your language and location-specific preferences display, including your region, and time zone.
   - Display: This area includes your current theme, whether you have enabled accessibility options, and the number of records that display on search results pages.
   - Privacy: Choose whether your contact and professional information is public or private.
   - Communication: Choose whether system-generated emails will be sent to the Messages area of the system, the email address associated with your account, or both.