

## My Profile

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You can view and change your profile details under:

- menu item: *My Account > My Profile*

Your user profile contains the following information:

- User name (fixed, cannot be changed)
- Real name
- E-mail
- Password

Follow the steps below to change any of these items:

## Updating My Profile

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1. Open update form:  
*MenuBar > My Account > My Profile*
2. Apply changes to
  - a. Real name or
  - b. E-mail or
  - c. Password
3. Confirm changes by entering your current password
4. Click "Save"
5. Leave update form: *ActionBar > Show page*