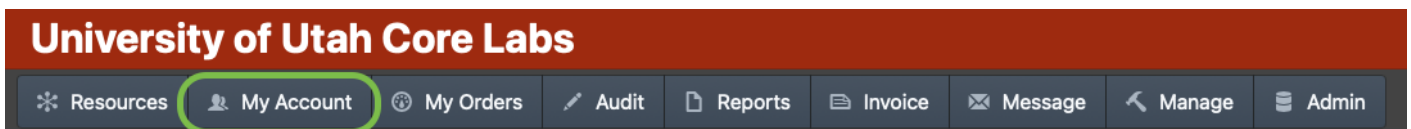


Manage User Account Details

Users can manage their personal contact information, manage message/notification settings and set their default charge account from the "My Account" page.



Update Details

1. Change any details desired
2. Click the "Save Changes" Button
3. (Optional) Click the "Revert Changes" button to restore the data

My Details

The screenshot shows the 'My Details' form. It has fields for 'First Name' (Elliot), 'Middle Name (Optional)' (P), 'Last Name' (Francis), 'Email' (ef@genetics.utah.edu), and 'Phone Number' (801-587-8372). Below the fields are two buttons: 'Save Changes' (highlighted with a green circle) and 'Revert Changes' (highlighted with an orange circle). An orange arrow points to the 'Middle Name (Optional)' field, and a purple arrow points to the 'Save Changes' button. The text 'University Login' is at the bottom left.

Set an account as default

1. Click the "Make Default" button in the "My Charge Accounts" Section

My Charge Accounts

2025-06-29	Developer Test Dummy Account	Make Default
2028-02-07	Developer Dummy Account - Commercial	Default Account

Opt Out of Email Notifications

Resources My Account

My Details

First Name

Elliot

Email(s)

u0346559@utah.edu x

Email Add

Opt Out of Email Notifications ☒

Save Changes Revert Changes

Change login password (Local System Users Only)

1. Enter the desired password in the "New Password" and "Confirm Password" fields
2. Click the "Change Password Button"

Note: Users with LDAP/DUO Logins will see "University Login" in place of the "Update Password" Box

Update Password

..... 1 ✓

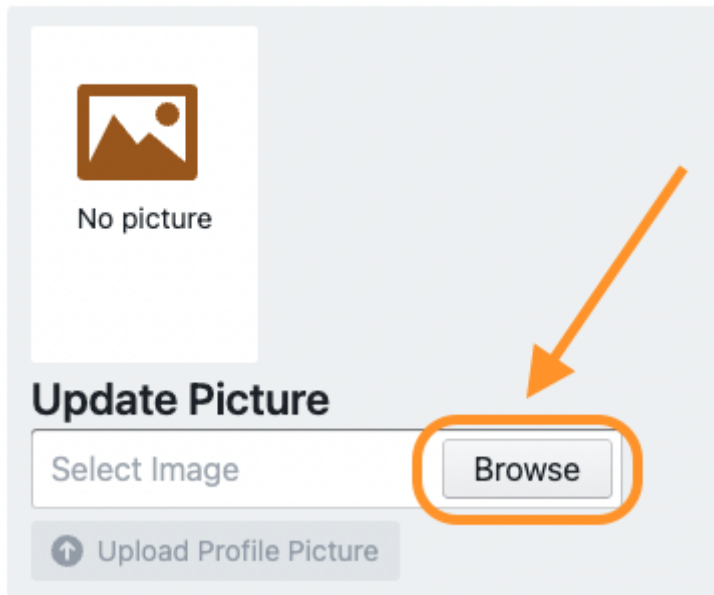
.....

Change Password

Profile Picture

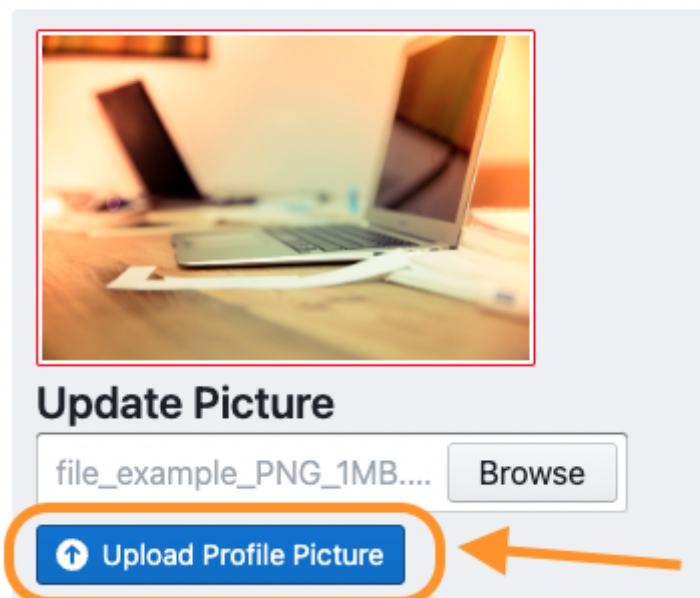
1. To add or change your picture, click the "Browse" button and select an image from your computer. (It must be an image type i.e. .jpg, .png, etc.)

Profile Picture



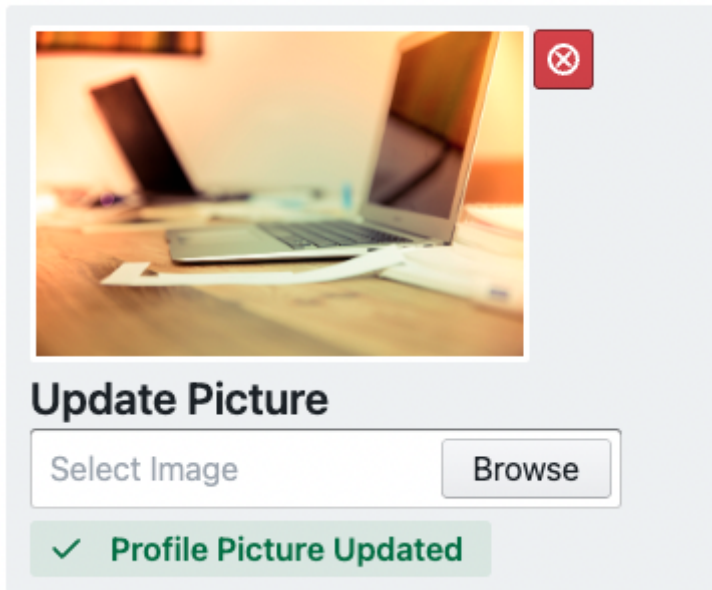
2. Once you have selected an image, you will see a preview of the image with a red border. **Make sure to click the "Upload Profile Picture" button** to upload it to your account details.

Profile Picture



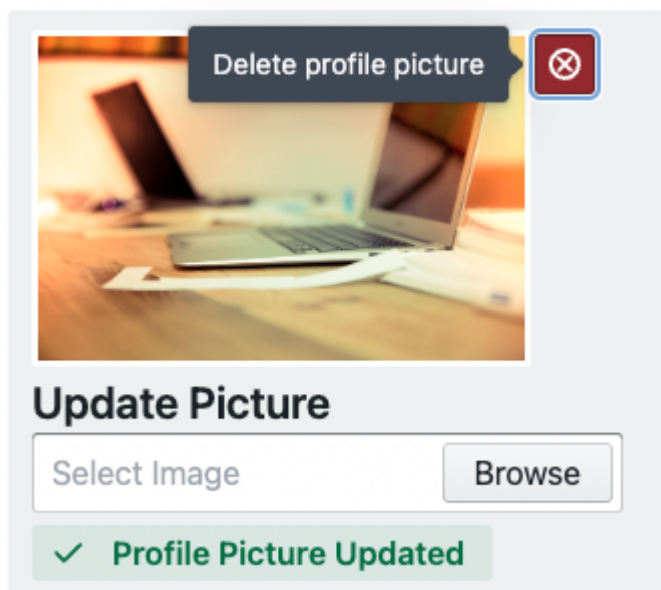
3. After a successful upload, you will see a confirmation that your account profile picture has been updated.

Profile Picture

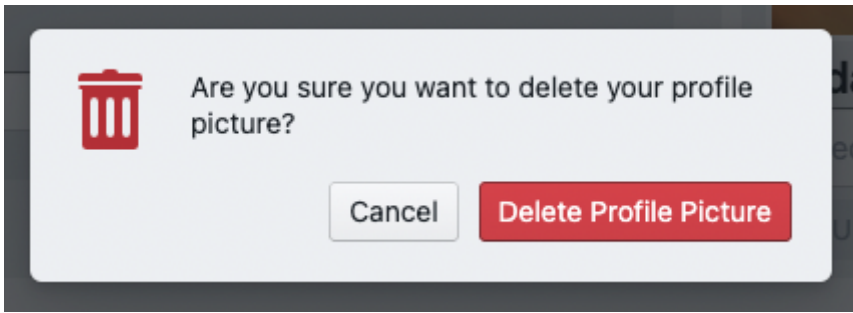


4. To remove a profile picture, click the red 'x' button next to your image.

Profile Picture

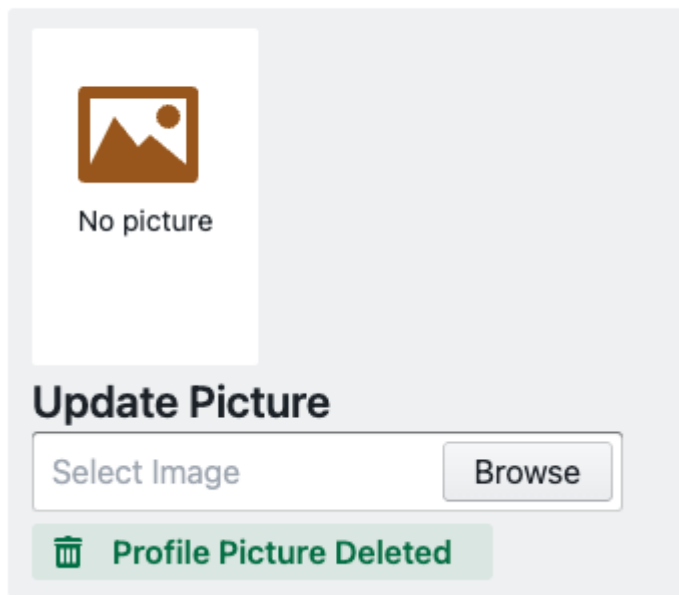


5. You will see a confirmation dialog where you can agree to delete the picture or cancel the action.



6. After you delete your image, you will see a confirmation that it has been deleted and you will no longer see a profile picture on your account details.

Profile Picture



Revision #8

Created 31 March 2021 15:15:38 by Elliot Francis

Updated 22 July 2022 14:33:50 by Elliot Francis