

View Your Account Information

Last Modified on 07/18/2023 12:29 pm
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You can view your account details on the My Account page.

1. Click your user name in the top-right corner, and select **My Account**. The My Account page opens.

The screenshot shows the 'My Account' page with a top navigation bar containing 'Single Site', a notification bell, and the user's name 'Jordan Berky (JBerky2_)'. The main content area is titled 'User Details' and includes an 'Edit' button. It is divided into four sections: 'User Information' (First Name: Jordan, Middle Name, Last Name: Berky, Email: berky2@gmail.com, Phone: (997) 778-8889 ext:), 'System Access' (User Role: Director, Username: JBerky2_, Password: Click to Reset), 'Address' (Street: 123 Road Street, City: Dallas, State: TX, Zip Code: 75234), and 'Demographics' (Date Hired, Date Last Employed, and gender selection buttons for Female and Male).

2. Click **Edit** to update your account information. You can update the following:
 - Email
 - Phone Number
 - Address
 - Demographics
 - Password
3. When finished, click **Save**.