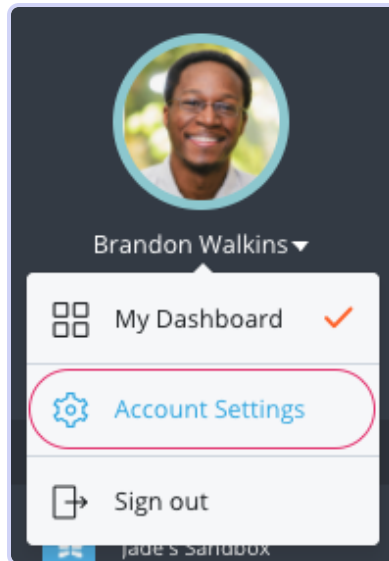


# How to Update Account Basics (Name, Email, Password)

**Note:** If SSO is enabled for your organization, you will need to reach out to your organization's external identity provider to make these changes.

You can edit and update your account details by clicking on your profile avatar in the upper left-hand corner.



Navigate to "Account Settings", where you will see a section titled "Account Basics" where you can edit your information and password (if allowed by your organization):

### My Information

First Name

**Your First Name**

Last Name

**Your Last Name**

E-mail Address

**Your E-mail** \*

Cancel

Save

### Update Password

Current Password \*

New Password \*

Confirm New Password \*

Cancel

Save

In "Account Basics" you may be able to change the following: