

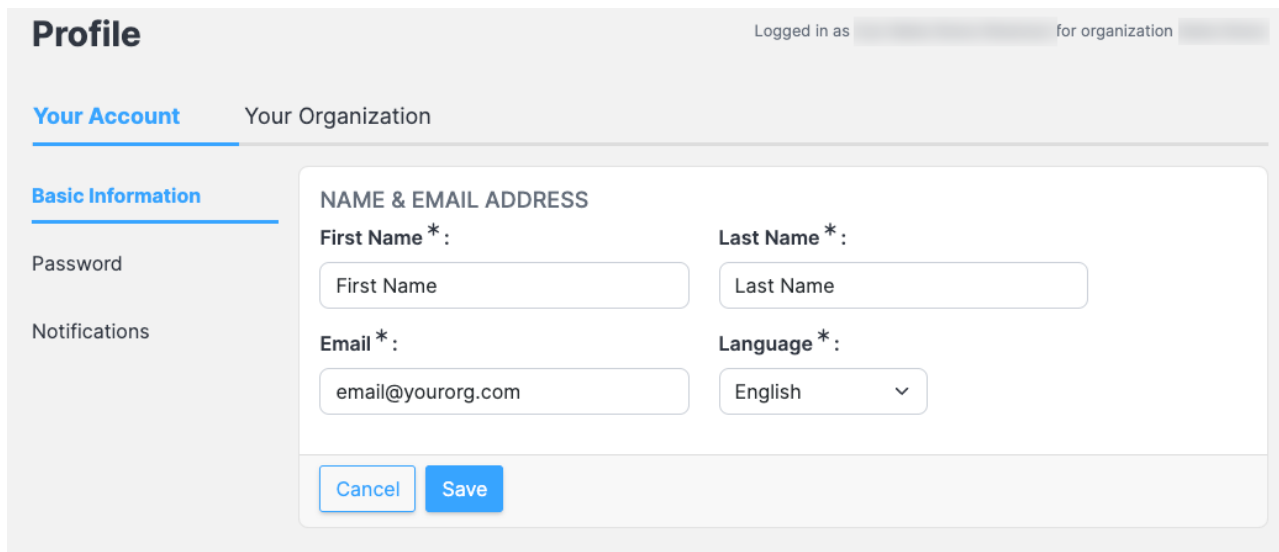
# Updating your user information

01/31/2024 1:59 pm EST

If you wish to update any of your information in the InsightStore, use the *Profile* link in the lower section of the left navigation bar.

## Update user information

Each field on the *Basic Information* screen is required. To change your first name, last name, or email address, please enter the new information here and hit *Save*.

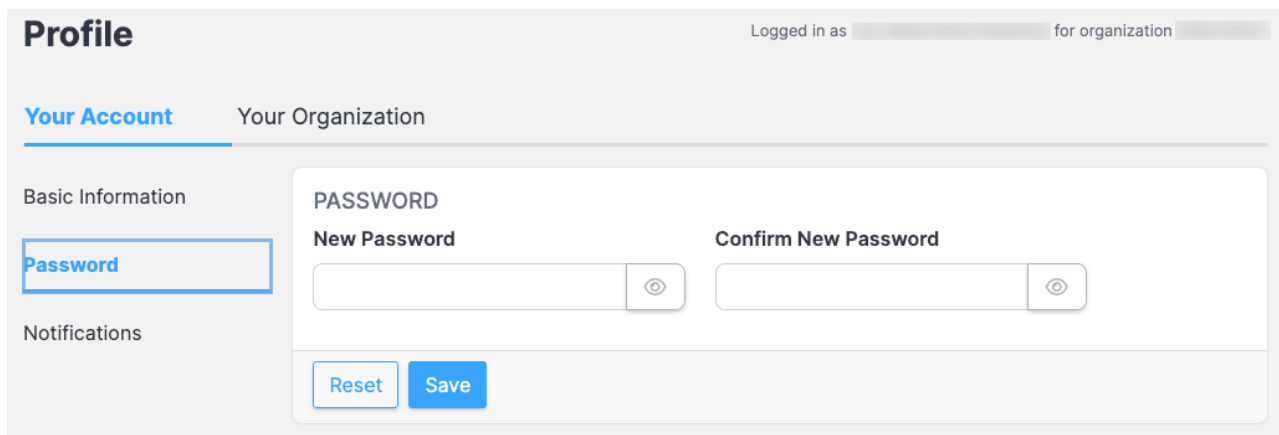


The screenshot shows the 'Profile' page with the 'Your Account' tab selected. The 'Basic Information' section is active, displaying the 'NAME & EMAIL ADDRESS' form. The form includes fields for 'First Name \*', 'Last Name \*', 'Email \*', and 'Language \*'. The 'Email \*' field contains 'email@yourorg.com' and the 'Language \*' dropdown is set to 'English'. There are 'Cancel' and 'Save' buttons at the bottom of the form.

## Change password

To change your password, use the *Password* link to the left of the user information.

Enter the new password, then enter it again to confirm it, then hit *Save*.



The screenshot shows the 'Profile' page with the 'Your Account' tab selected. The 'Basic Information' section is active, and the 'Password' link is highlighted. The 'PASSWORD' section displays the 'New Password' and 'Confirm New Password' fields. Both fields have a toggle icon to the right. There are 'Reset' and 'Save' buttons at the bottom of the form.

## Change notifications

To change the notifications you receive from the InsightStore, click on *Notifications* to the left of the *Basic Information* or *Password* screens.

The system defaults to sending immediate notifications when you're added to a user group. The same is true when a multiscore report, dashboard, scorecard, segment, or file is shared with you, or a question's response quota is met. You can change those and other notifications to be sent *Hourly*, *Daily*, *Weekly*, or *Never*.

You will need to hit *Save* before any changes take effect.

**Profile** Logged in as ( ) for organization : ( )

**Your Account** | Your Organization

Basic Information

Password

**Notifications**

### NOTIFICATIONS

Change how often you receive email notifications for different types of InsightStore™ events. Your notifications will also appear immediately in the Notifications dashlet.

Notification	Immediately	Hourly	Daily	Weekly	Never
<b>All Notifications</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I am added to a user group	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MultiScore is shared with me	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dashboard is Shared	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E Question is created	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
P Question is created	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
V Question is created	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Question is deployed to a feed / target	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>