

# Updating your user information

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If you wish to update your name or password 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*.

### Profile

Logged in as \_\_\_\_\_ for organization \_\_\_\_\_

**Your Account**    Your Organization

- Basic Information**
- Password
- Notifications

#### NAME & EMAIL ADDRESS

**First Name \*** :       **Last Name \*** :

**Email \*** :       **Language \*** :  ▾

## 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*.

### Profile

Logged in as \_\_\_\_\_ for organization \_\_\_\_\_

**Your Account**    Your Organization

- Basic Information
- Password**
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#### PASSWORD

**New Password**

**Confirm New Password**