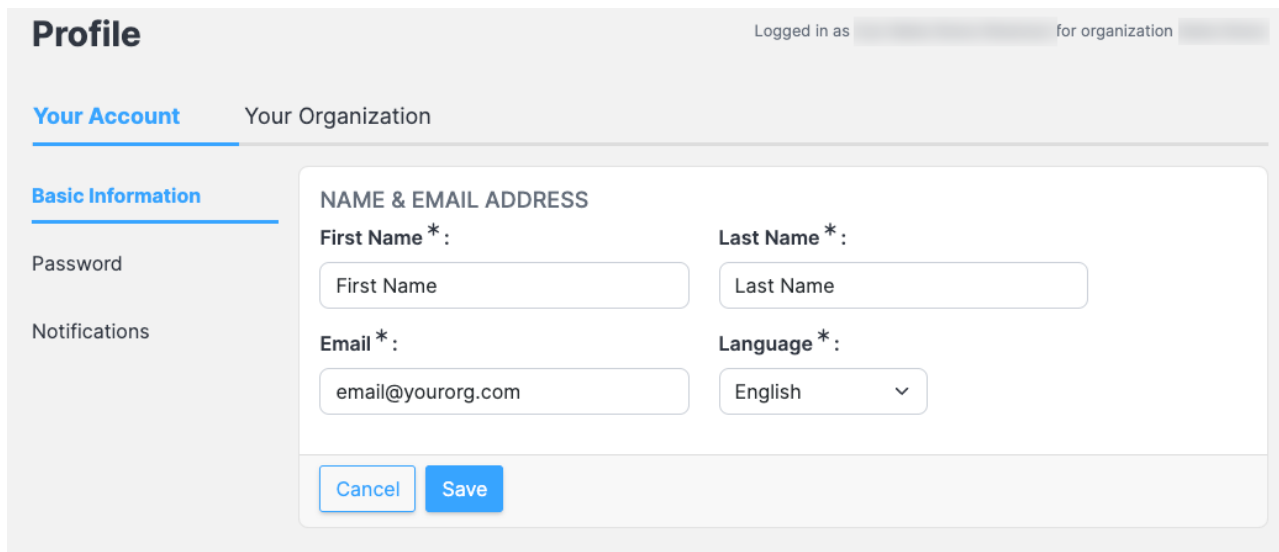# Updating your user information

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*.
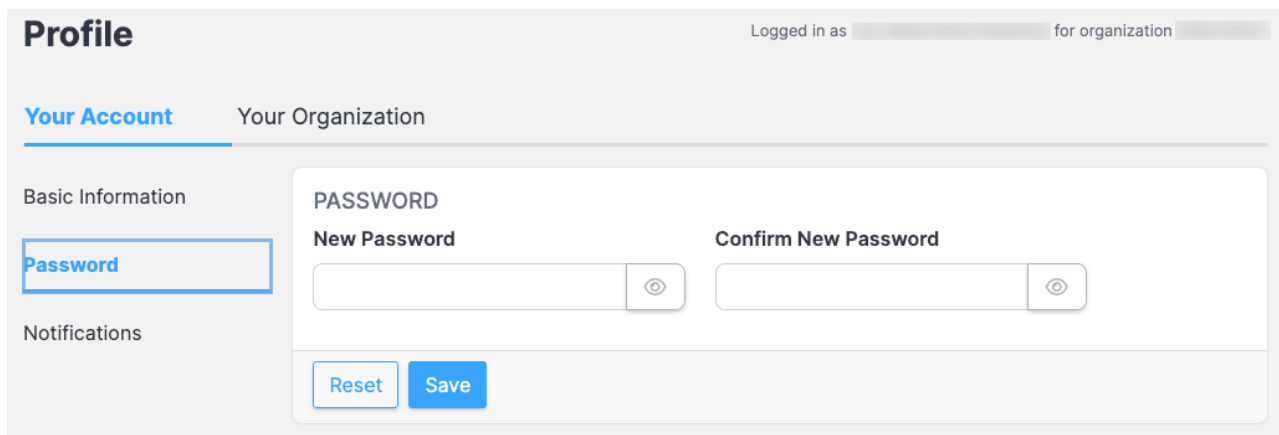

Change password

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*.

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.