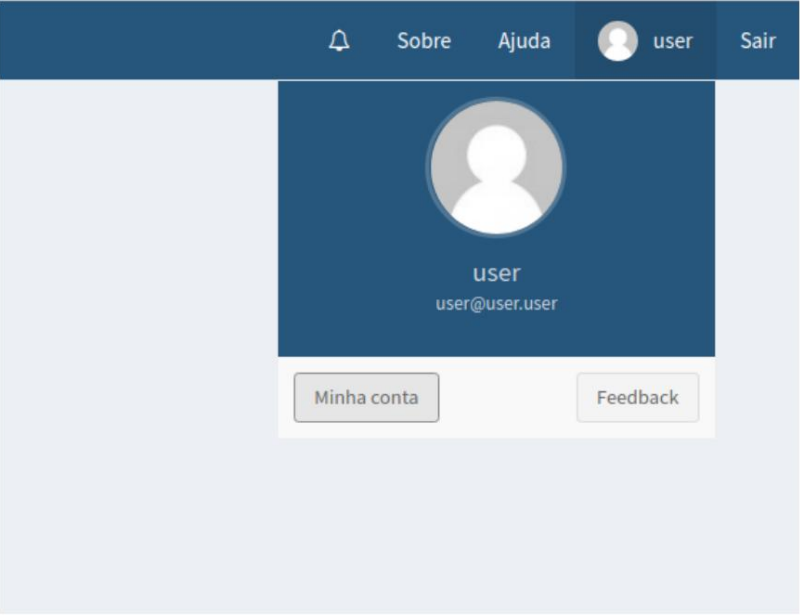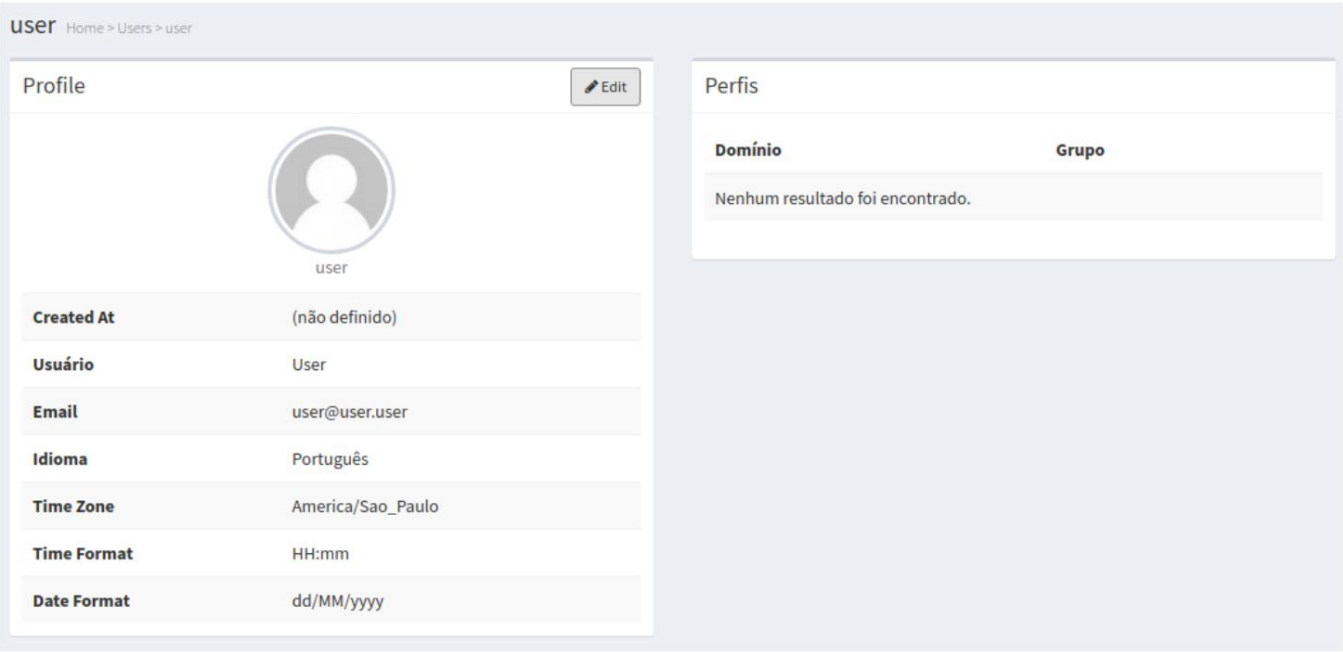# Setting up your user account

On any system page, click on your username at the top right of the page. A menu with your username and email will appear.

To enter the Account Settings page, click **My Account.**

Through this page you can view more specific information about your account. You can manage your password, your personal information (name, email), preferred language, time zone and other items by clicking **Edit.**

- To change your name or your contact email, just modify the **Name** or **Email field,** respectively.
- To change your password, select the **I want to change my password field.** New fields will appear.
- Enter your password in **Current Password.**
- Enter the new password in **New password.**
- Repeat the new password in **Confirm new password.**

- To change the language, select the desired language by clicking **Language.** You can
- configure preferences such as **Date Format, Time Format** and **Time Zone.**

- Click **Save** to confirm the changes.
- If you want to **cancel** the changes, just leave the page without clicking **Save.**