


Managing your Account on SkyDeck

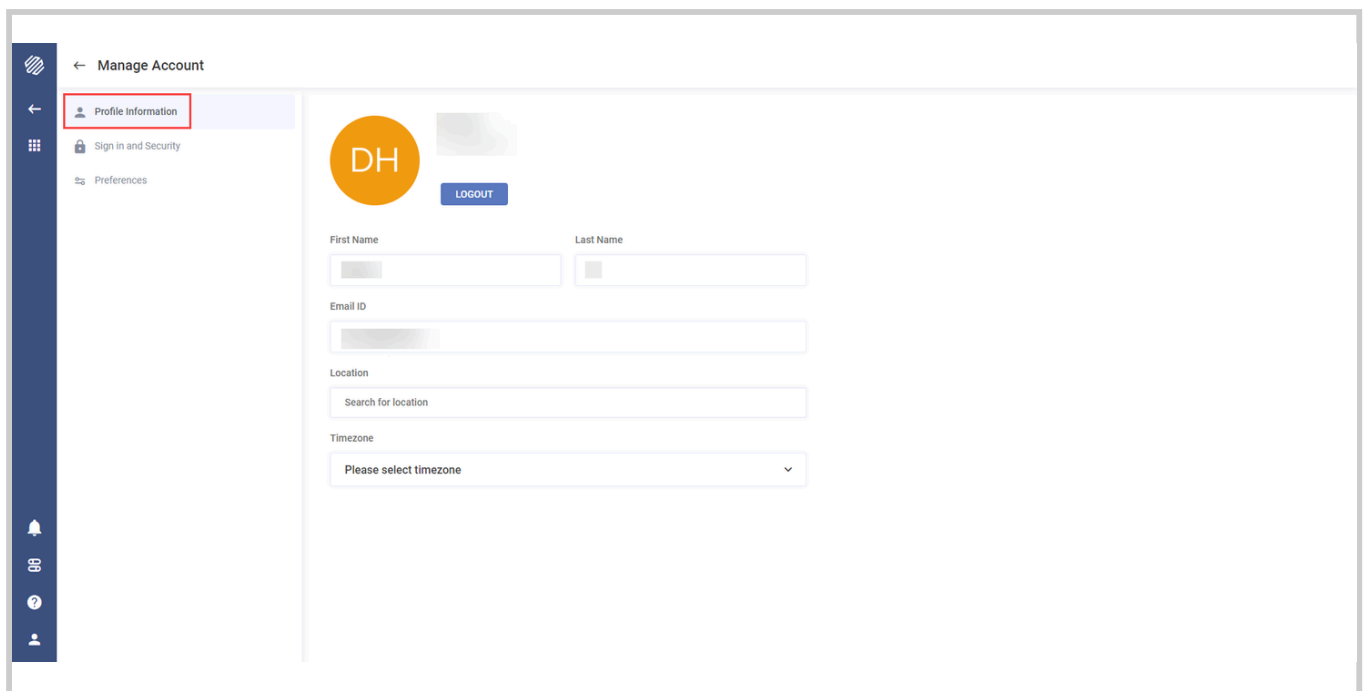
📅 Updated on 05 Dec 2024 • ⌚ 1 Minute to read • Contributors 

You can only update your account's location and time zone here.

Only the Admins can edit/modify a user's first name and last name. To know more about modifying user details, click [here](#).

To update your account details:

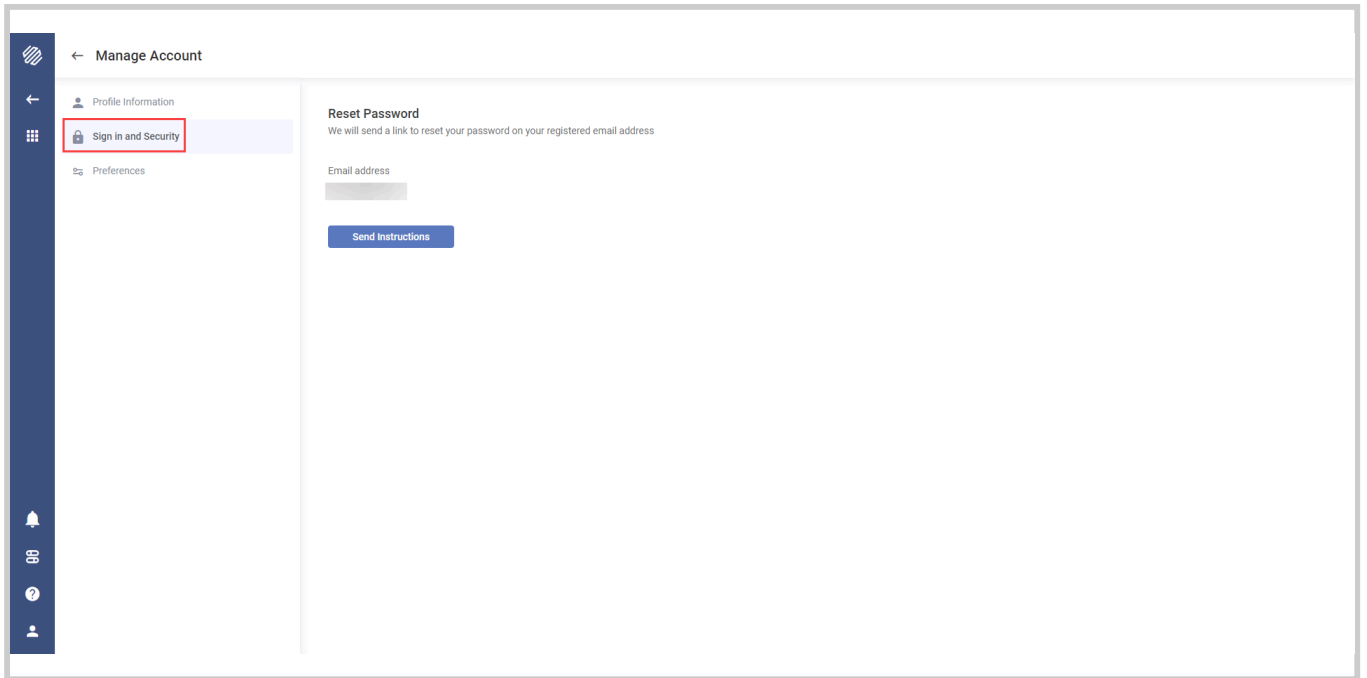
1. In the left navigation pane, click the **Profile** icon and then click **Manage Account**. The **Manage Account** page is displayed with the **Profile Information** tab open by default.



The screenshot shows the 'Manage Account' page. On the left is a dark blue sidebar with icons for Profile, Sign in and Security, and Preferences. The 'Profile Information' tab is selected and highlighted with a red box. The main content area shows a user profile with an orange circular avatar containing 'DH' and a 'LOGOUT' button. Below the profile are form fields for 'First Name', 'Last Name', 'Email ID', 'Location' (with a search bar), and 'Timezone' (a dropdown menu). The 'Location' field is currently empty, and the 'Timezone' dropdown shows 'Please select timezone'.

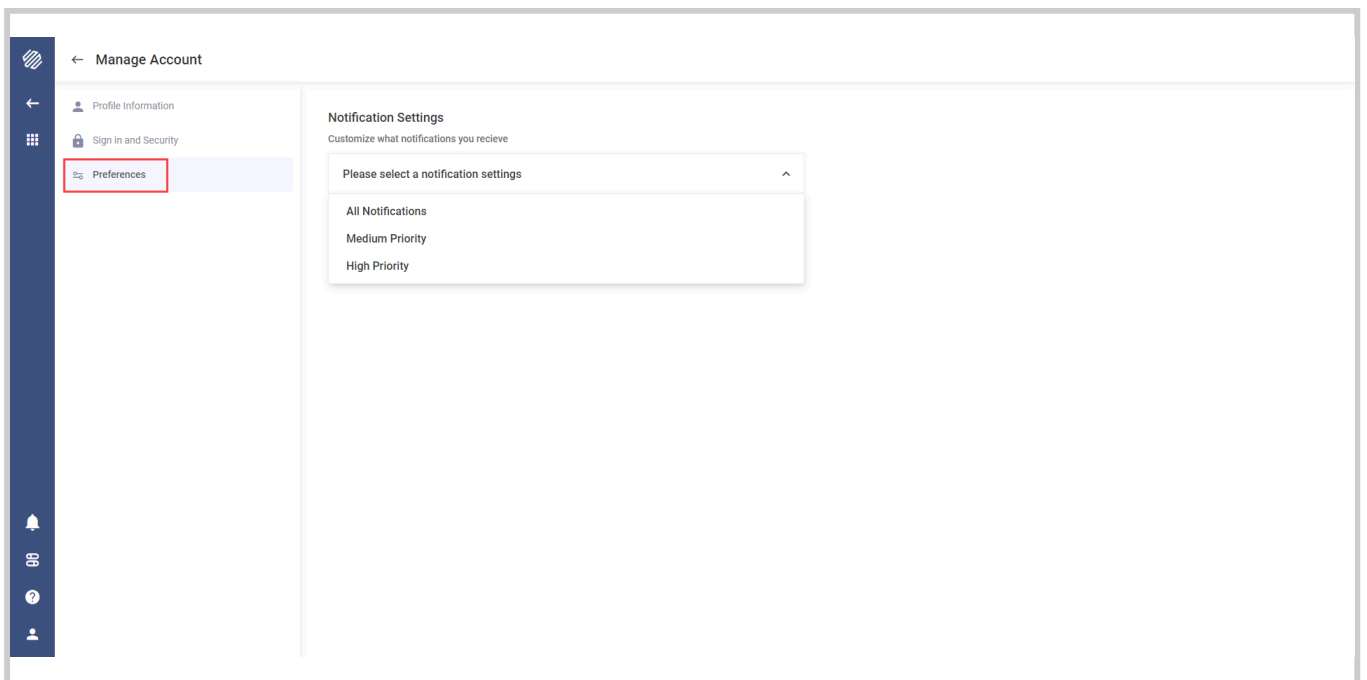
Update Profile Information

2. In the **Location** field, enter the user's current location.
3. In the **Timezone** field, select the user's timezone. You will receive an email to verify your account.
4. Under the **Sign in and Security** tab, to reset your password, click **Send Instructions**. You will receive an email with the password reset instructions.



Reset Password

5. In the **Preferences** tab, you can customize the notifications you want to receive.



Notification Settings