

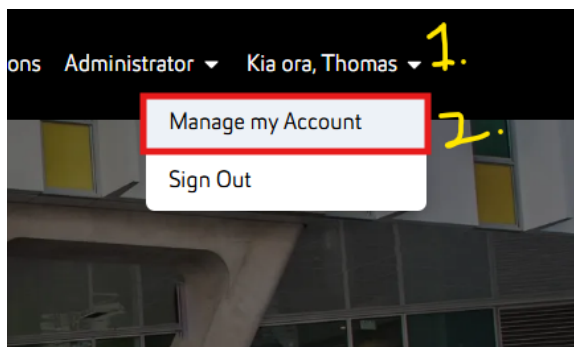
How to: Update my account name

This is a guide on submitting a request to update the name used for your AUT Events Induction Portal account.

NOTE: You cannot complete this action yourself; it must be done by a portal manager.

Last updated by Thomas Brears on 16/05/25. V1.0

1. Navigate to manage my account



Click the Kia ora [name] dropdown
(top right of the navigation bar)
then click "Manage my Account"

2. Manage account overview

- a. **Name, Position & Department:** This is where your name, position, and department will be shown

NOTE: To update your name, department or position, click the edit icon next to the text to submit a request for this to be updated. THIS CANNOT BE SELF-UPDATED

- b. **Change password:** Here you can change or set your account's password (Check out that guide if you need a hand)
- c. **Change email address:** Here you can update the email account you would like to use for your account (Check out that guide if you need a hand)

Thomas Admin
Position: admin Department: Management

Change Your Password

*** Current Password**
Enter your current password to authenticate the change

*** New Password**
Enter your new password

*** Confirm New Password**
Confirm your new password

Update Password

Change Email

Current Email: Verified

*** Current Password**
Enter your current password to authenticate the request

*** New Email**
Enter your new email

*** Confirm New Email**
Confirm your new email

Update Email

In the first account info section:

3. Edit name

click the pencil (edit) icon at the end of your name

T Test Thomas
Position: Position not set Department: Management

4. Enter the updated name

Request Name Update

You cannot directly edit your profile information. This request will be sent to your department for approval.

Current Value
Test Thomas

*** Requested Value**
Test Thomas

*** Reason for Change**
Briefly explain why you need this information updated

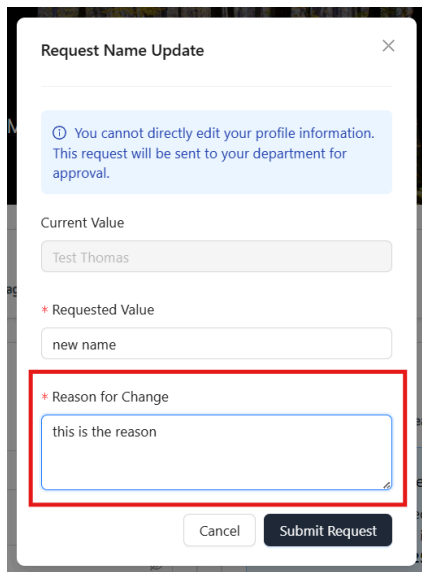
Cancel Submit Request

The edit request pop-up will now open

Click and enter the updated name into the "requested value" field

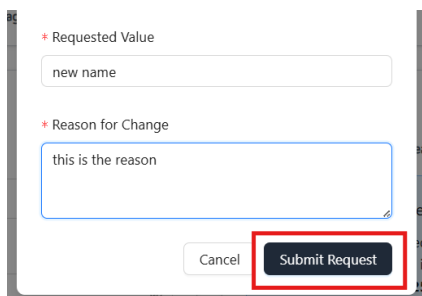
5. Enter the reason for the update

Click and enter the reason for requesting the update in the "Reason for change" field



6. Submit the request

Then, click the grey "Submit Request" button



Your request will then be sent to your department contact for action
you will also receive a copy of this email notification for your records

AUT EVENTS Induction Portal