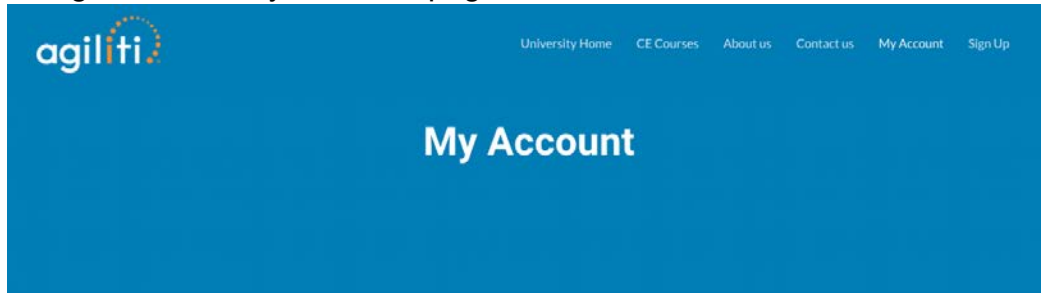


## How to: Update User Account Information

- 1) Navigate to the "My Account" page



- 2) Log in to your account, if you have not already

Login

Username or Email Address

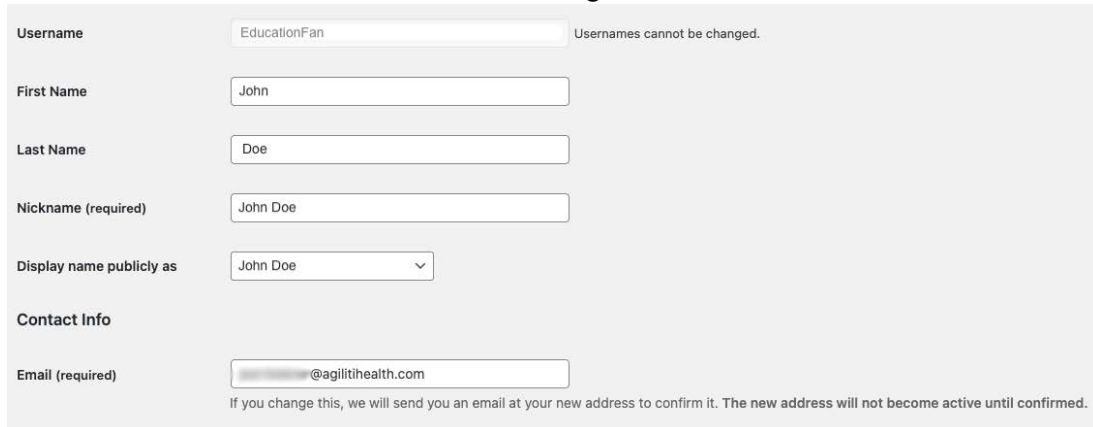
Password

Remember Me

- 3) Click "Edit profile"



- 4) Update your profile (First Name, Last Name, email, etc)  
a. NOTE: Username cannot be changed

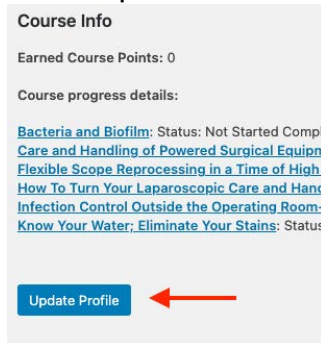


The screenshot shows a profile update form with the following fields and values:

- Username:** EducationFan (Note: Usernames cannot be changed.)
- First Name:** John
- Last Name:** Doe
- Nickname (required):** John Doe
- Display name publicly as:** John Doe (dropdown menu)
- Contact Info:**
- Email (required):** [redacted]@agilithhealth.com

Below the email field, a note states: "If you change this, we will send you an email at your new address to confirm it. The new address will not become active until confirmed."

- 5) Click "Update Profile" at the bottom of the page, wait for the update to complete

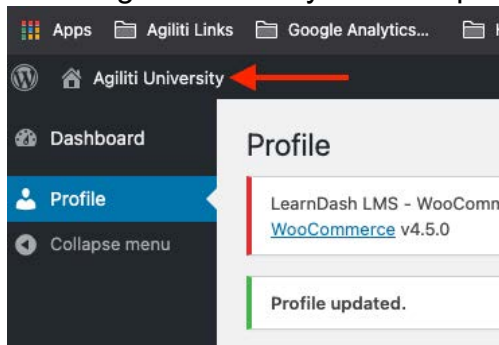


The screenshot shows a "Course Info" section with the following details:

- Earned Course Points:** 0
- Course progress details:**
- Course List:**
  - [Bacteria and Biofilm](#): Status: Not Started Complete
  - [Care and Handling of Powered Surgical Equipment](#)
  - [Flexible Scope Reprocessing in a Time of High](#)
  - [How To Turn Your Laparoscopic Care and Hand](#)
  - [Infection Control Outside the Operating Room-](#)
  - [Know Your Water, Eliminate Your Stains](#): Status

At the bottom of the page, there is a blue "Update Profile" button with a red arrow pointing to it.

- 6) Click "Agiliti University" at the top left of the page



The screenshot shows a dashboard with a dark sidebar and a light main content area. The sidebar has the following items:

- Apps
- Agiliti Links
- Google Analytics...
- Agiliti University (highlighted with a red arrow)
- Dashboard
- Profile (highlighted with a blue bar)
- Collapse menu

The main content area shows a "Profile" section with the following information:

- LearnDash LMS - WooComm
- [WooCommerce](#) v4.5.0
- Profile updated.

- 7) If you updated your name, return to the "My Account" page and confirm your name change

