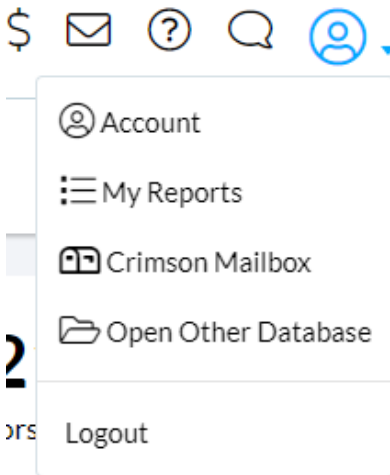


To access your **Account Settings** click on **Account** at the top right **Navigation Bar** of Crimson.



The **Account** section allows you to view and update your first and last name, email address, password, account picture, access settings, and user preferences.

A screenshot of the 'My Account' settings page. The page has a title 'My Account' and a close button (X) in the top right corner. There are two tabs: 'Organization Info' and 'API Key'. The main content area is divided into two sections: 'Profile' and 'Password/Access'.
Profile
- User Name: btaylor21
- First Name: Brooke
- Last Name: Taylor
- Email: btaylor58036@aol.com
- A 'Change' button is located below a placeholder image.
Password/Access
- User Group: All Access - With Reconciliation (dropdown menu)
- New Password (MUST be 6+ alphanumeric):
- Confirm Password:
- Access Settings: Approved, Project Admin
- User Preferences: Email Notification, Mobile Notification, 2-Factor Authentication
- A 'Setup' button is located below the 2-Factor Authentication option.

- To update your name and/or email, edit the info in the **First Name**, **Last Name**, and/or **Email** fields under **Profile**. You cannot change the **User Name** once it has been created by administrator. Click the **Save** button in the bottom right corner of the window to save changes.
- To update your password, enter the new password into the **New Password** and **Confirm Password** fields under **Password/Access**. Click the **Save** button to save changes.
- To add/edit the picture to your account, click the **Change** button on the default image, locate your image file on your computer and click **Open**. Click the **Save** button to save changes.
- To access the **Crimson Mobile** app, check the **Mobile Access** checkbox and click **Save**.

- To receive email and/or mobile notifications when you receive a message in your Crimson inbox, check the **Email Notification** and/or **Mobile Notification** checkboxes and click the **Save** button.