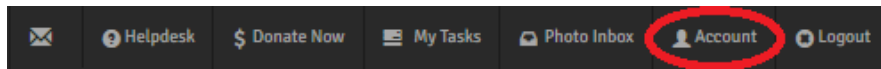
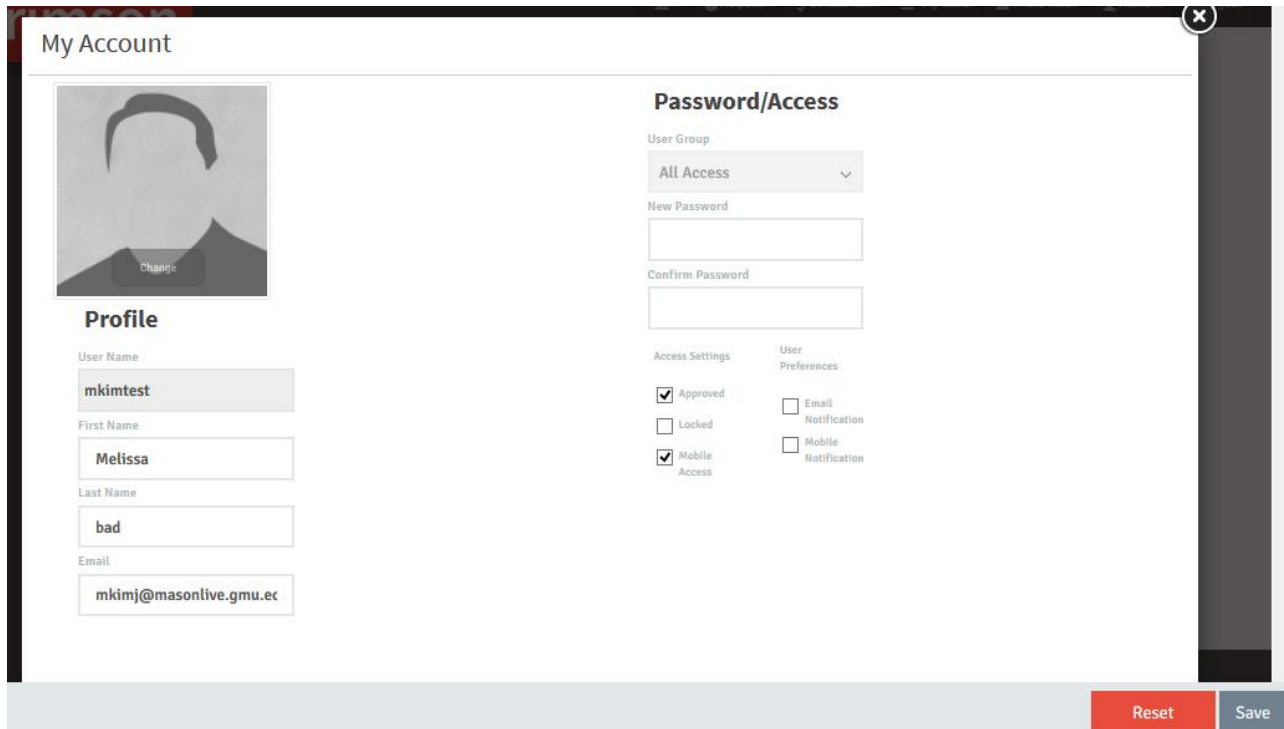


- Click on **Account** at the top right of your Crimson database.



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



- 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** since that's set-up by the administrator and isn't editable. 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.
- In order to use the **Crimson Mobile** version on your mobile device, check the **Mobile Access** checkbox and click the **Save** button.
- In order 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.