

My User Settings

All KMC admin users can change their personal details - name, email address (KMC login) and password from the My User Settings page.

Change Personal Details

To change personal details

1. Select the Settings tab and then select My User Settings.
2. Click on the pencil icon to modify the information.

For authentication purposes, you will need to provide your current password before being able to make any changes in the system.

You can:

- [Edit User Name](#)
- [Edit Email](#)
- [Change Password](#)

Edit User Name

To change your User Name

1. Select the Settings icon and then select My User Settings.
2. Click on pencil icon near your User Name.
3. Enter your password and change your name.

Edit Email

To change your Email address

1. Select the Settings icon and then select My User Settings.
2. Change your email address and click Save.

Change Password

To change your password

1. Select the Settings tab and then select My User Settings.
2. Click on Edit Password to modify the information.

