

My User - Rich Media CMS

Last Modified on 05/06/2026 8:40 pm IDT

 This article is designated for administrators.

About

As a Rich Media CMS administrator, you can change your personal details, such as name and password, from the **My User** settings.



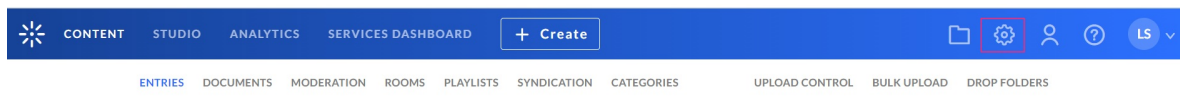
Email addresses can't be changed via Rich Media CMS.



To change the Publisher User ID, go to the Administration tab. Once updated, the changes will automatically be applied and reflected on the My User page.

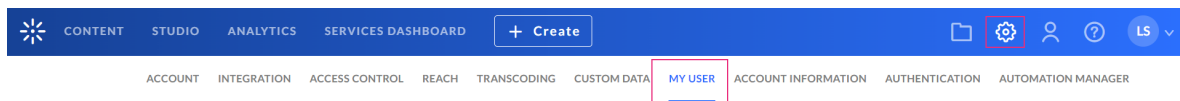
Access My User settings

1. Log into Rich Media CMS.
2. Click the **gear icon**.

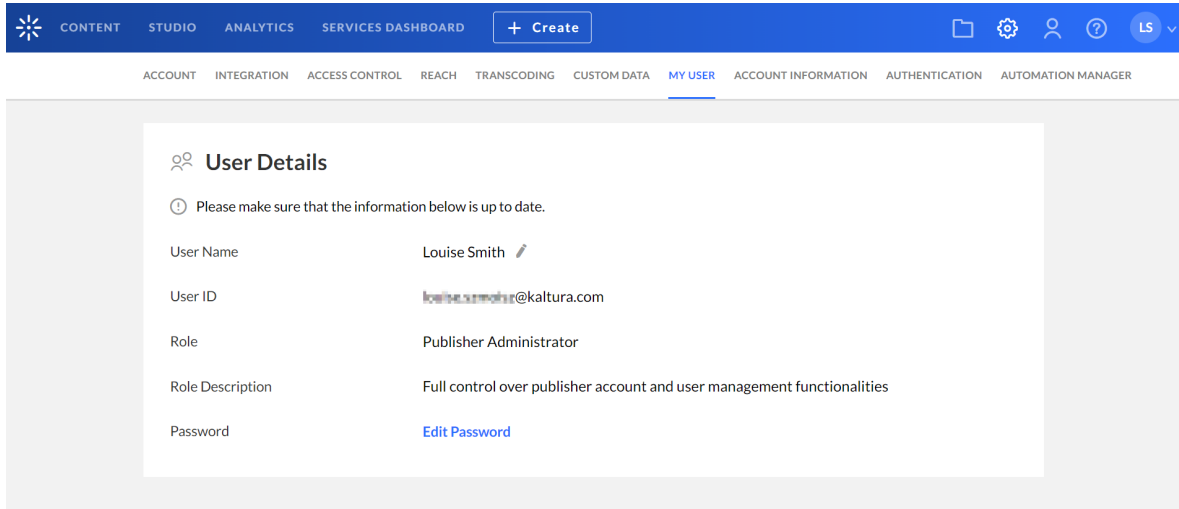


The settings menu displays.

3. Click **My User**.

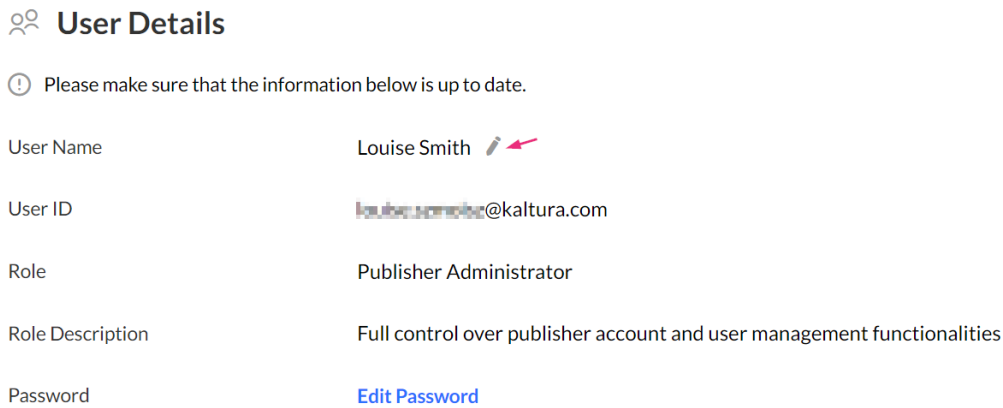


The **User Details** page displays.



Edit user name

1. Next to your user name, click the **pencil icon**.



2. The **Edit User Name** window displays.

Edit User Name

First Name	<input type="text" value="Louise"/>
Last Name	<input type="text" value="Smith"/>
Password	<input type="password"/>

* Password is required for editing your Name.


Cancel
Save



3. For authentication purposes, you will need to provide your current password before being able to make any changes in the system.
4. Enter your password and change your name.
5. Click **Save**.

Change password

1. Click **Edit Password**.

User Details

 Please make sure that the information below is up to date.

User Name	Louise Smith 
User ID	louise.szmoisz@kaltura.com
Role	Publisher Administrator
Role Description	Full control over publisher account and user management functionalities
Password	Edit Password 

The **Change Password** box displays.

2. Type your current password in the first field.
3. Type your new password in the second and third fields.

Change Password

Use a strong password that you are not using elsewhere.

Current Password	<input type="password"/>
New password	<input type="password"/>
Re-type the new password	<input type="password"/>

Cancel

Save

4. Click **Save**.