



Last Modified on 12/04/2024 3:41 pm IST

A This article is designated for administrators.

About

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



: 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 KMC.
- 2. Click the gear icon.

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		ENTRIES	DOCUMENTS	MODERATION	ROOMS	PLAYLISTS	SYNDICATION	CATEGORIES	UPLOAD CONTROL	BULK UPLOAD	DROP FOLDERS		

The settings menu displays.

3. Click My User.

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The **User Details** page displays.



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Edit user name

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

♀ User Details	
Please make sure that the informat	ion below is up to date.
User Name	Louise Smith 🧪
User ID	loube and @kaltura.com
Role	Publisher Administrator
Role Description	Full control over publisher account and user management functionalities
Password	Edit Password

2. The Edit User Name window displays.

	Edit User Name
First Name	Louise
Last Name	Smith
Password	
	* Password is required for editing your Name.

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- 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 informat	ion 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.

050 8 50 016 2850018	that you are not u	sing elsewhere.	
Current Password			
New password			
Re-type the new passw	ord		