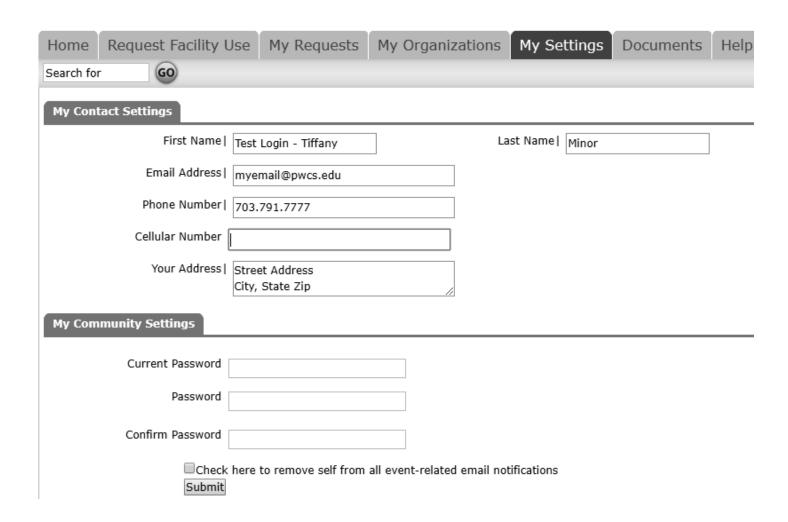
## **HOW TO EDIT CONTACT INFO AND ACCOUNT SETTINGS**

## Q. CAN I CHANGE THE NAME, PHONE NUMBER, PASSWORD, ETC... FOR MY ACCOUNT?

A. Yes. To update or change personal details, please log into your account and navigate to the "My Settings" tab. Update any of the fields and then click the "Submit" button. If changing the email address, it is HIGHLY recommended that users log out and then log back in with the new email before submitting a reservation.



## Q. HOW DO I CHANGE THE ADDRESS OF AN EXISTING ORGANIZATION?

A. Users do not have the ability to update organization addresses. If you need to update the address of an existing one, please contact the Risk Management and Security Services at 703-791-7435 or email minortd@pwcs.edu.