

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.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Home, Request Facility Use, My Requests, My Organizations, My Settings (which is highlighted), Documents, and Help. Below the navigation bar is a search bar with a 'GO' button. The main content area is divided into two sections: 'My Contact Settings' and 'My Community Settings'. The 'My Contact Settings' section contains several input fields: First Name (Test Login - Tiffany), Last Name (Minor), Email Address (myemail@pwcs.edu), Phone Number (703.791.7777), Cellular Number (empty), and Your Address (Street Address, City, State Zip). The 'My Community Settings' section contains three password input fields: Current Password, Password, and Confirm Password. Below these fields is a checkbox labeled 'Check here to remove self from all event-related email notifications' and a 'Submit' button.

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.