

## Update Your User Profile

Last Updated: 11-January-17

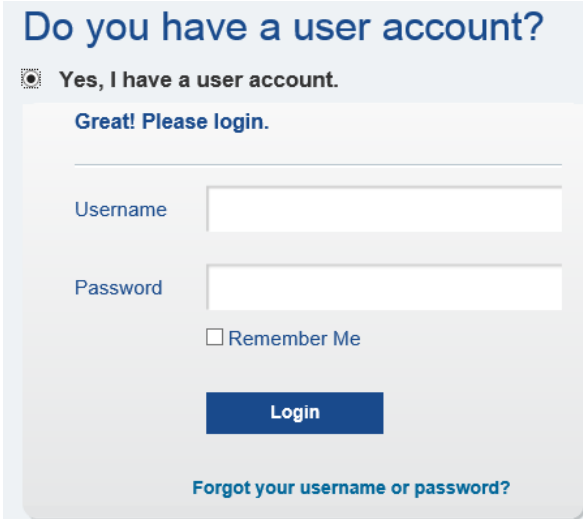
### About Updating Your User Profile

Through the account Settings page, any user can update their profile information, including first name, last name, and email.

### Step 1: Navigate to Account Settings

To begin, log in to your CUSO account.

1. Open a Web browser and navigate to the [CUSO Registry](#).
2. Log in to your CUSO account.



Do you have a user account?

Yes, I have a user account.

Great! Please login.

Username

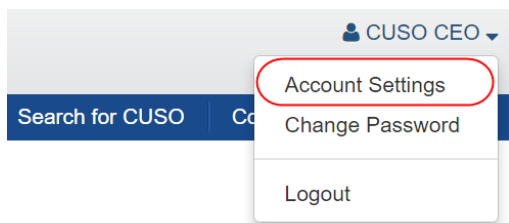
Password

Remember Me

Login

[Forgot your username or password?](#)

3. Select your name from the drop-down menu in the upper right-hand corner of the screen, and then click **Account Settings**.



CUSO CEO

Account Settings

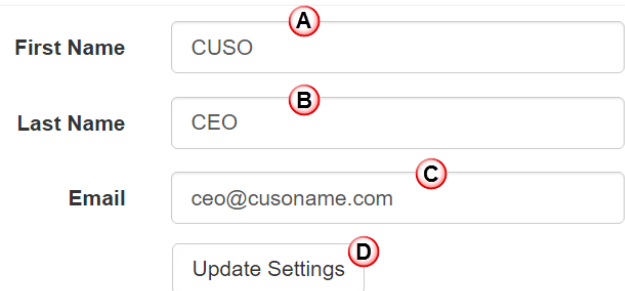
Change Password

Logout

### Step 2: Edit Account Information

From the Account Settings page, perform the following actions:

#### Account Settings



First Name

Last Name

Email

Update Settings

- A. If you need to change the first name on the account, enter the new first name here.
- B. If you need to change the last name on the account, enter the new last name here.
- C. If you need to change your email listed on the account, enter the new email address here. If not, enter the email address associated with the account.
- D. Click **Update Settings** to save your changes.

### Step 3: Confirm New Email Address

If you updated your email address during Step 2, you must confirm your new email before logging in again. To confirm your email, log into the new email account you provided. You will see an email from the CUSO Registry about a change in your account. It will be from [noreply@ncua.gov](mailto:noreply@ncua.gov).

Open the email, and click the link provided. If you do not see this email, be sure to check your junk mail folder. After confirming your new email, you will be able to log in to your CUSO Registry account.

