

Managing Your Account

If you are logged into the support center, you can also edit your account data.

5 Requests

ACCOUNT

Profile

Log out

In the upper right corner of the support center page you will find the **Account** menu containing the following options:

- Profile:** Click here if you want to edit your profile data.
- Log out:** Click here to leave the support center.

On this Page:

- [Editing Your Profile](#)
 - [Changing Profile Details](#)
 - [Changing the Password](#)

Related Pages:

- [The Scheer PAS Support Center](#)
 - [Creating and Managing Tickets](#)

Profile

1 Your changes may take up to five minutes to appear. If you log in with single sign-on, your name will be automatically updated to match the single sign-on provider.



Personal details

1 Name
Jane Marple

2 Email
anne.bernhardt@posteo.de

3 Password
Change password

4 Language and time zone

Language *
Automatically detect browser ...

Time zone *
Europe (GMT+01:00) Zurich

Save

The profile data sheet displays the following information:

1. **Name:** Full name of the user.
2. **Email:** The email address of the user. This is also the login name.
3. **Password:** A button to change the password.
4. **Language and time zone:** Editable language and time zone preferences.

Editing Your Profile

Changing Profile Details



You cannot change your email/login name.

Profile

1 Your changes may take up to five minutes to appear. If you log in with single sign-on, your name will be automatically updated to match the single sign-on provider.



Personal details

Name

Jane Marple-Higgins

1

Email

anne.bernhardt@posteo.de

Password

Change password

Language and time zone

Language *

2 English (United States) ▼

Time zone *

3 Europe ▼ (GMT +01:00) Berlin ▼

Save

Cancel

You can edit the following personal details:

1. **Name**
2. **Language:** Open the dropdown list to set another display language.
3. **Time zone:** Open the two dropdown lists to change country and time zone.

If you have finished your changes, click **Save**.

Changing the Password

<div><div>Scheer PAS Support Center</div><div>Profile</div><div><div><div><div></div></div><div><div></div></div></div><div><div><div><div></div></div><div>Your changes may take up to five minutes to appear. If you log in with single sign-on, your name will be automatically updated to match the single sign-on provider.</div></div></div></div><div><div><div>Personal details</div><div><div>Name</div><div>Jane Marple</div></div><div><div>Email</div><div>anne.bernhardt@posteo.de</div></div><div><div>Password</div><div><div>Change password</div></div></div></div><div><div>Language and time zone</div><div><div>Language *</div></div></div></div></div>		<p>Click Change password in your profile data sheet.</p>
<div><div>Change password</div><div><div>Current password</div><div>.....</div></div><div><div>New password</div><div>.....</div><div><div>Very strong</div></div></div><div><div>Confirm password</div><div></div></div><div><div>Forgot password?</div><div><div>Cancel</div><div>Update</div></div></div></div>		<p>In the pop-up window, enter</p> <ul style="list-style-type: none">• your current password.• your new password. <p>In field Confirm password enter your new password again.</p> <p>Click Update to confirm the change.</p>