Changing User Profile Settings

If you need to change your name, your password, add your mobile number, and more, you will want to go into your User Profile.

Access your Profile

- Click on your Name and Organization, or the icon with your initial, in the top right of your Dashboard.
- Click **Profile** to view and edit your profile.

User Profile

You can modify any of the profile settings on this screen. Any changes you make, you will need to provide your current password for it to update.

Change or add your:

- First Name
- Last Name
- Email address
- Mobile Number
  - Adding your Mobile Number will allow you to send yourself test texts before sending them to your subscribers.
- Time Zone
  - This time zone will be shown in anything you create, such as a campaign or an activity.
- Password
  - For more on changing your password, click here.

You can Enable or Disable emails about Recurring Donations that have failed to process. For more information, click here.

You can go to the Developer Portal to work with the API. For more about the API and the Developer Portal, click here.

Profile

First Name
Scott

Last Name
Couchman

Email
scott.couchman+demo@communitybrands.com

Mobile Number

Time zone
(GMT-08:00) Pacific Time (US & Canada)

Current Password

Password

Confirm Password

☑ Enable Email Notification for Failed Recurring Donation

API Token Key: To manage your API Token Key please visit the Developer Portal

[Update]

If you have made any changes, enter your **Current Password** and click **Update**.