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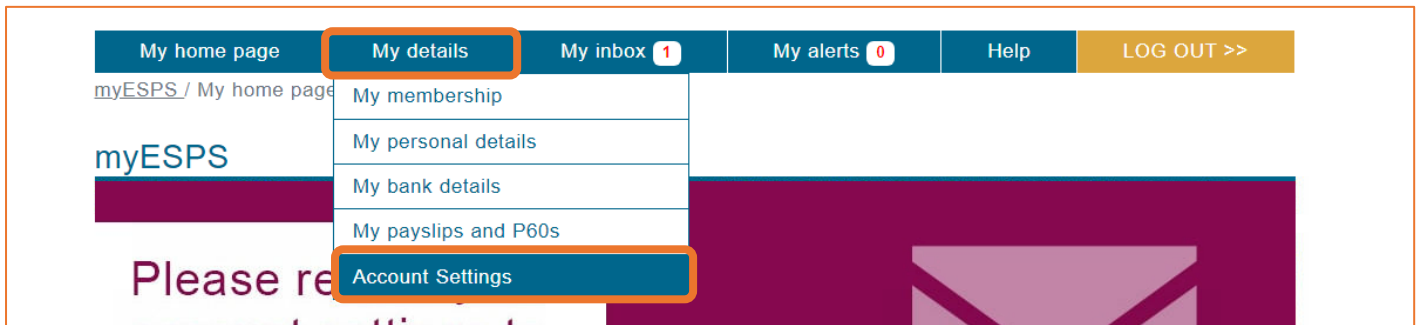
# STEP-BY-STEP GUIDE TO CHANGING YOUR USERNAME/EMAIL

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## Updating Account Settings

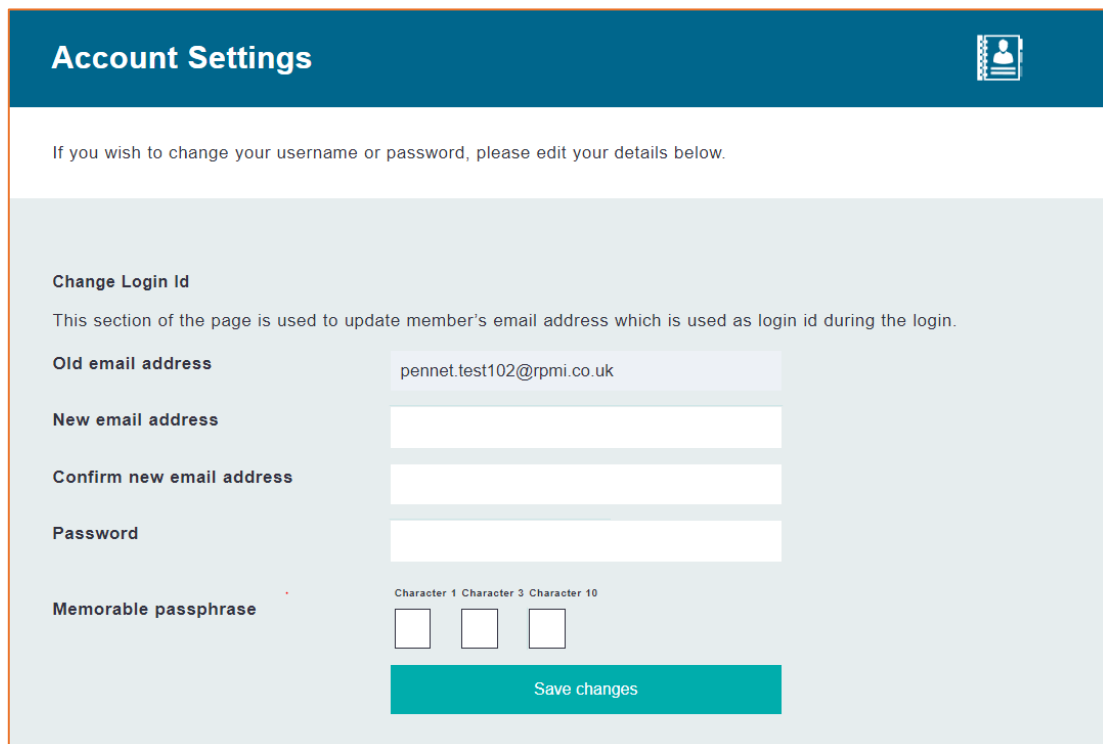
Once you have successfully logged in you will be presented with the 'Home Page', the image below may differ slightly dependant on your scheme and any updates applied to the system.

To update your username/email you will need to navigate to the 'Account Settings' page. From the home page, hover the cursor over 'My details' in the navigation bar at the top of the page, then click on 'Account Settings'



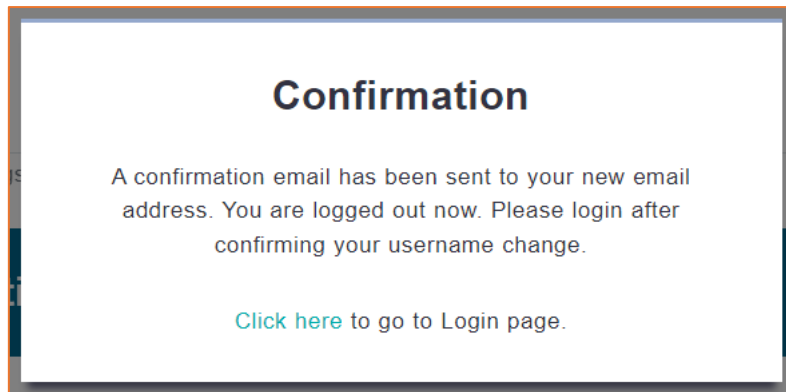
On the account settings page you are able to change your Login ID by inputting your new email address.

You will have to confirm your new email address in the field below and also input your password and the requested characters from your memorable phrase. Once you are finished click 'Save Changes'.

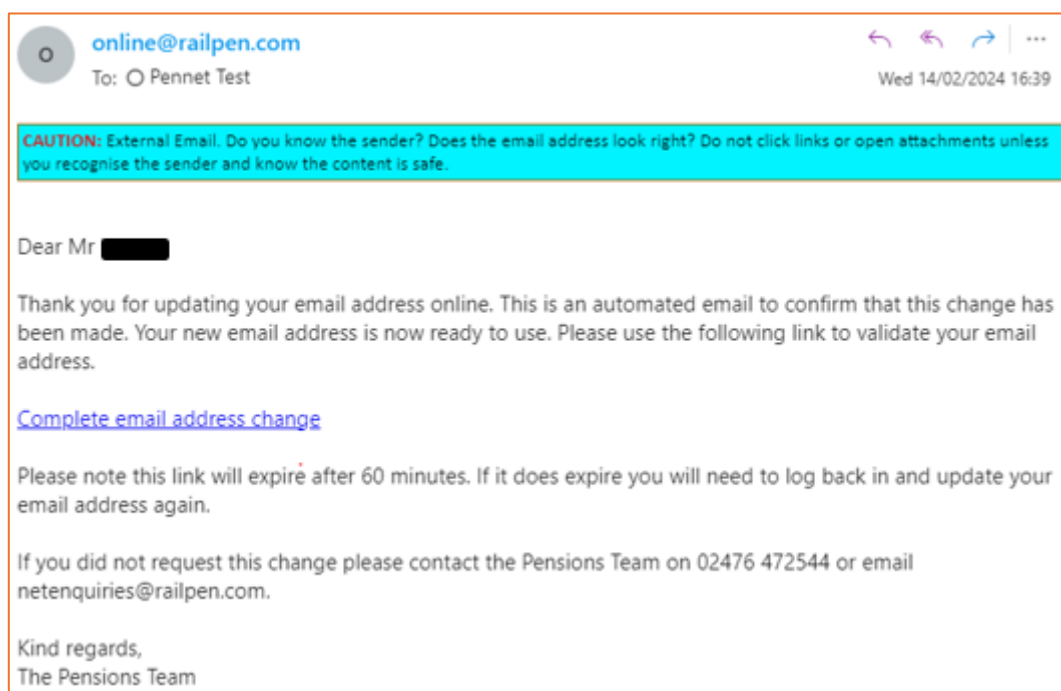
A screenshot of the 'Account Settings' page. The page has a dark blue header with the title 'Account Settings' and a user profile icon. Below the header, there is a message: 'If you wish to change your username or password, please edit your details below.' The main content area is light grey and contains a section titled 'Change Login Id'. Below this title, there is a sub-heading: 'This section of the page is used to update member's email address which is used as login id during the login.' The form includes the following fields: 'Old email address' (with the value 'pennet.test102@rpm.co.uk'), 'New email address', 'Confirm new email address', 'Password', and 'Memorable passphrase'. The 'Memorable passphrase' field has three input boxes labeled 'Character 1', 'Character 3', and 'Character 10'. At the bottom of the form is a teal 'Save changes' button.

## Confirming the change

If you have input the correct details you will receive the message below



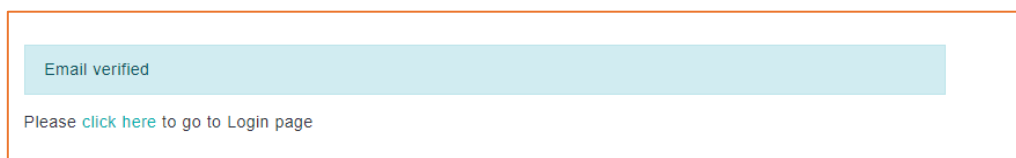
An email will be sent to the new email address you have provided. An example is shown below:



If the email is not in your inbox, please check your spam/junk folder.

If the email has appeared in your spam/junk folder, you will need to move it into your inbox as the link may not work otherwise.

When you click the link, it will take you to a webpage displaying the below message:



Please select the "click here" link.

You will now be able to log in to your PenNet account using your new email address.