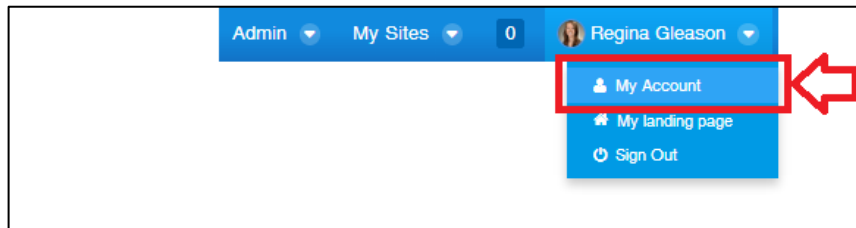Alignment USA ComCo Portal Knowledge Base

How to edit My Account

After your registered user account has been created, you may go into the My Account section of your ComCo page and edit or update your profile. **My Account** can be found in the drop-down under your name in the upper right corner. Click on My Account to be taken to your account profile page.

On the **Details** page of your profile, you can add a user photo. Click **Change** to upload a photo from your computer. This page will also list your Screen Name, Email address, and your name. You can edit any of this information as needed. Click **Save** on the bottom of the left column when finished making changes.

Under the **Password** section, you can change your password and set your password reminder question. Click **Save** when finished.

Under the Organizations, Sites (Alignment Teams), and Roles categories you can view your user activity on ComCo. These pages will list your organizations and Alignment Teams, and your roles within these groups.

 You may also update your address, phone number, email address, website, etc. by clicking the corresponding headings on the right column.