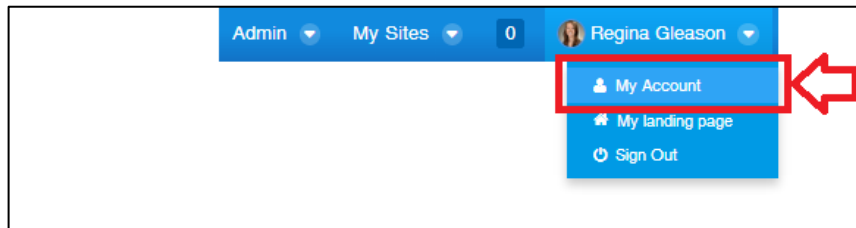




Alignment USA ComCo Portal Knowledge Base

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.

My Account

Account Settings | My Workflow Tasks | My Submissions

Details

Screen Name (Required)
regina

Email Address (Required)
regina@alignmentnashv

Title

User ID

Change Delete

Regina Gleason

User Information

Details

Password

Organizations

Sites

User Groups

Roles

Categorization

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

My Account

Account Settings | My Workflow Tasks | My Submissions

Password

Current Password

New Password

Enter Again

Reminder

Question
What is your father's middle name?

Answer
William

Regina Gleason

User Information

Details

Password

Organizations

Sites

User Groups

Roles

Categorization

Identification

Addresses

Phone Numbers

Additional Email Address

Websites

Instant Messenger

Social Network

SMS



Alignment USA ComCo Portal Knowledge Base

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.