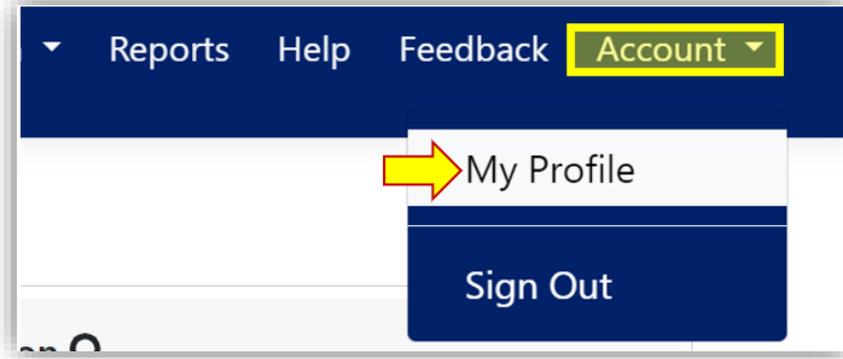


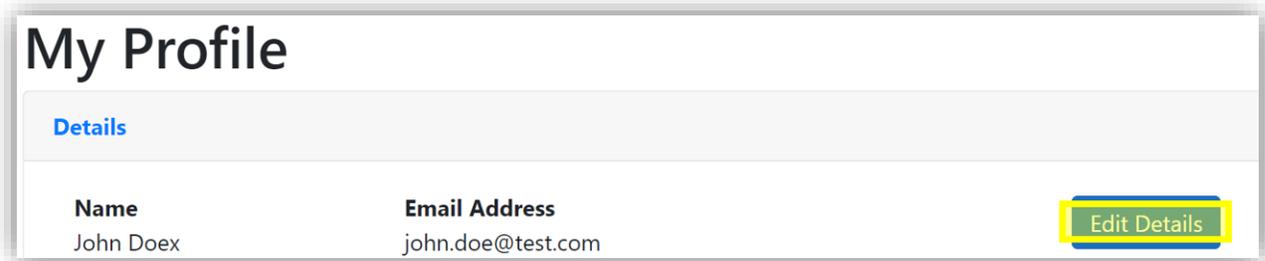
## ADEConnect Quick Guide:

### How to Edit my Profile Information

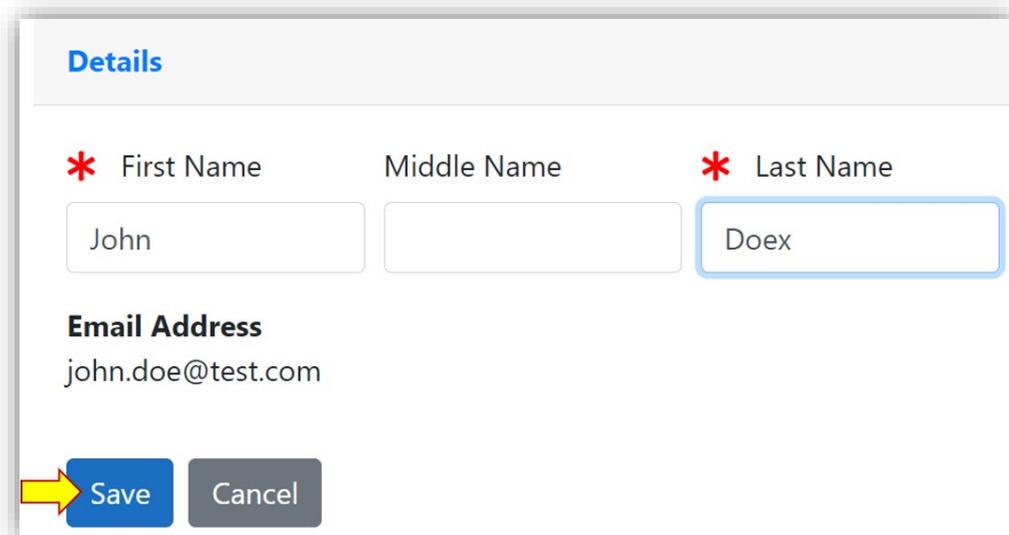
- ❖ To edit your profile information, on the ADEConnect home page in the top menu bar, click account and my profile



- ❖ To edit your name, click “Edit Details”



- After updating your name, click “Save”

A screenshot of the 'My Profile' page showing the 'Details' section with input fields for 'First Name', 'Middle Name', and 'Last Name'. The 'Last Name' field is highlighted with a blue border. Below the name fields is the 'Email Address' field with the value 'john.doe@test.com'. At the bottom, there are 'Save' and 'Cancel' buttons. A yellow arrow points to the 'Save' button.

- ❖ Users that log in via their SIS: Your name is the only information you will be able to change through your profile in ADEConnect.

The screenshot shows a 'My Profile' page. At the top right, a green box contains the text 'Users that login through their SIS'. Below this is a 'Details' section with a blue header. The profile information is displayed in a table-like format:

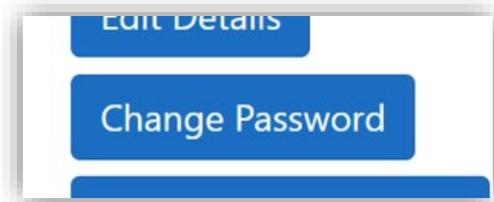
Name	Email Address	
John Doex	john.doe@test.com	<a href="#">Edit Details</a>

- ❖ Users that log in directly through ADEConnect: you have additional options and can change both your email address and your password through your profile.

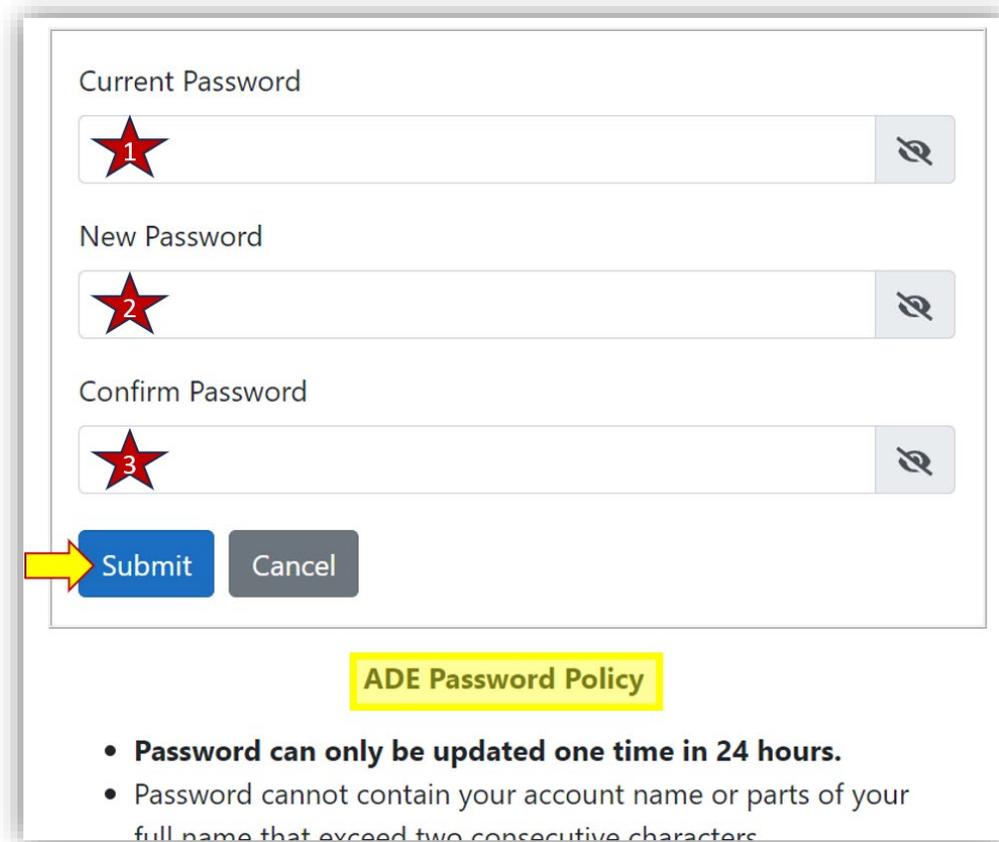
The screenshot shows a 'My Profile' page. At the top right, a green box contains the text 'Users that login through ADEConnect directly'. Below this is a 'Details' section with a blue header. The profile information is displayed in a table-like format:

Name	Email Address	
John Doex	john.doe@test.com	<a href="#">Edit Details</a> <a href="#">Change Password</a> <a href="#">Change Email Address</a>

- To change your password, click “Change Password”



- Enter your current password (1) and then your new password (2), ensuring you follow the ADE Password policy outlined. Confirm your new password (3) and then click “Submit” to complete changing your password.



Current Password

1

New Password

2

Confirm Password

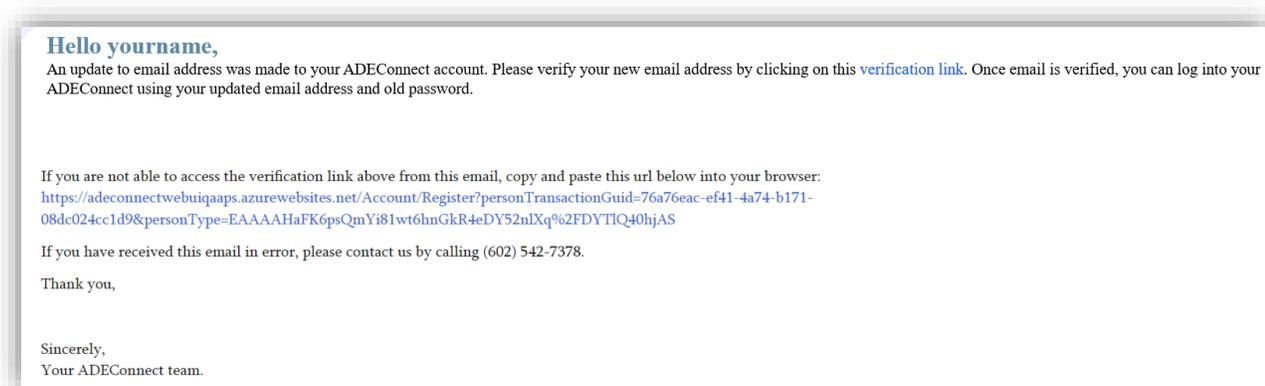
3

Submit Cancel

**ADE Password Policy**

- **Password can only be updated one time in 24 hours.**
- Password cannot contain your account name or parts of your full name that exceed two consecutive characters.

- If you update your email address, be sure to check your email Inbox as you will receive a Verification Request email from the “ADE Notifications” email, asking you to confirm the change.



- Once you've sent the verification, it takes about 10 minutes before your e-mail address update is complete.