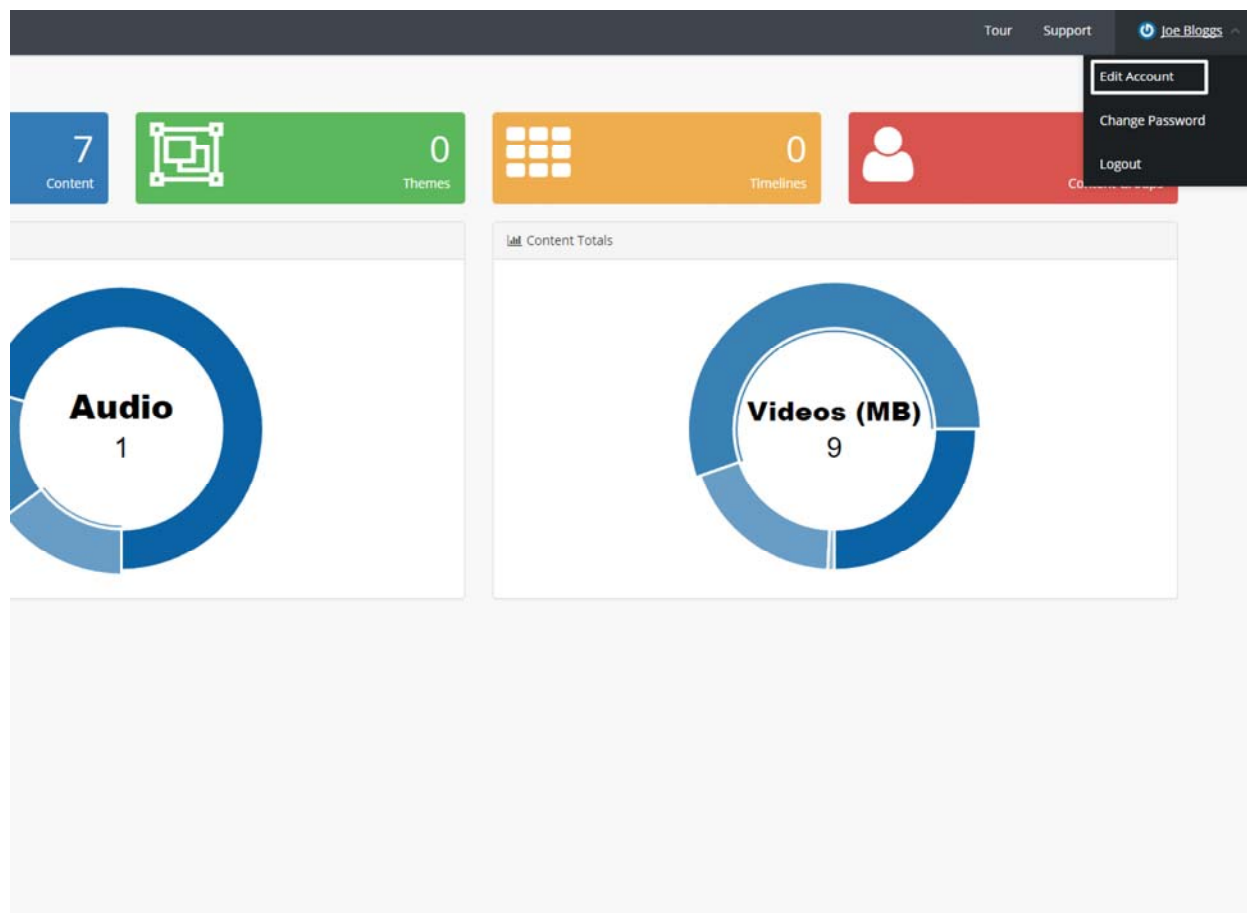


Editing Account Details

Step 1: Click on your name located on the top right in the GenIE 2 cloud

Firstly, make sure you are logged into your GenIE 2 cloud. Then, on the top right where you can see your name (e.g. see image below), click on it and you will see a dropdown. Click on **Edit Account**.



You will then be directed to a form where you can edit your Forename and Surname. If you have permission, you may also be able to edit the user permission level.

Once you are finished editing, press **Update User** on the bottom right.



ROOM CONTROL

Control Interface

CONTENT MANAGER

Concise

Content Management

Upload Content

Add Content Group

ORGANISATION

Content Groups

Users

Edit User: Joe Bloggs

Forename:

Surname:

Current Permission Level: Organisation Admin

Permission Level:

Update User