



# My account




In My account, you can manage your account data - add or remove your name, phone number, email address and department, also you can change your password.

To open My account

- In the upper right corner click  button and select **My account** application.

 The user without assigned roles or resources after sign in will be automatically redirected to the **My account** page.

My account



Username

Administrator

Full name

John Smith

Phone number

+3703012345

Email address

admin@NME.com

Department

NME1

CHANGE PASSWORD


SAVE

My account view

To change password

1. Open **My account** application.
2. Choose **Change Password**.
3. Enter your old and new passwords, then select **Save**.



Also, you can change your password in **User details** pane by clicking  and selecting **Change password** option. Your new password cannot be the same as previous password.



#### **Changing Administrator password**

If Administrator changes his password, he needs to:

1. Update *webapplatform.properties* properties file with a new TWCloud administrator password.
2. [Restart webapp service](#).