

My account application


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

Opening My account

To open My account

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

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

My account

Username

Administrator

Full name

John Smith

Phone number

+3703012345

Email address

admin@NME.com

Department

NME1

CHANGE PASSWORD

SAVE


My account view

Changing password

To change the password

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



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

To change the Administrator's password

1. Change the password using **My account**.
2. Update the *properties* file at *<Teamwork Cloud install folder>/WebAppPlatform/shared/conf/webappplatform.properties* with the new Teamwork Cloud Admin password.
3. [Restart the Web App service](#).