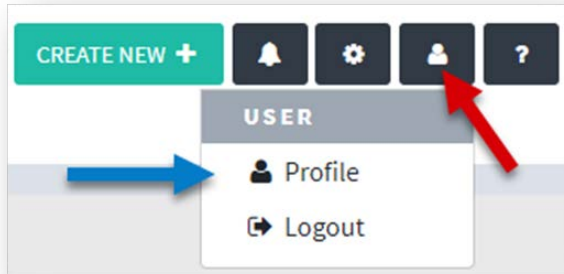
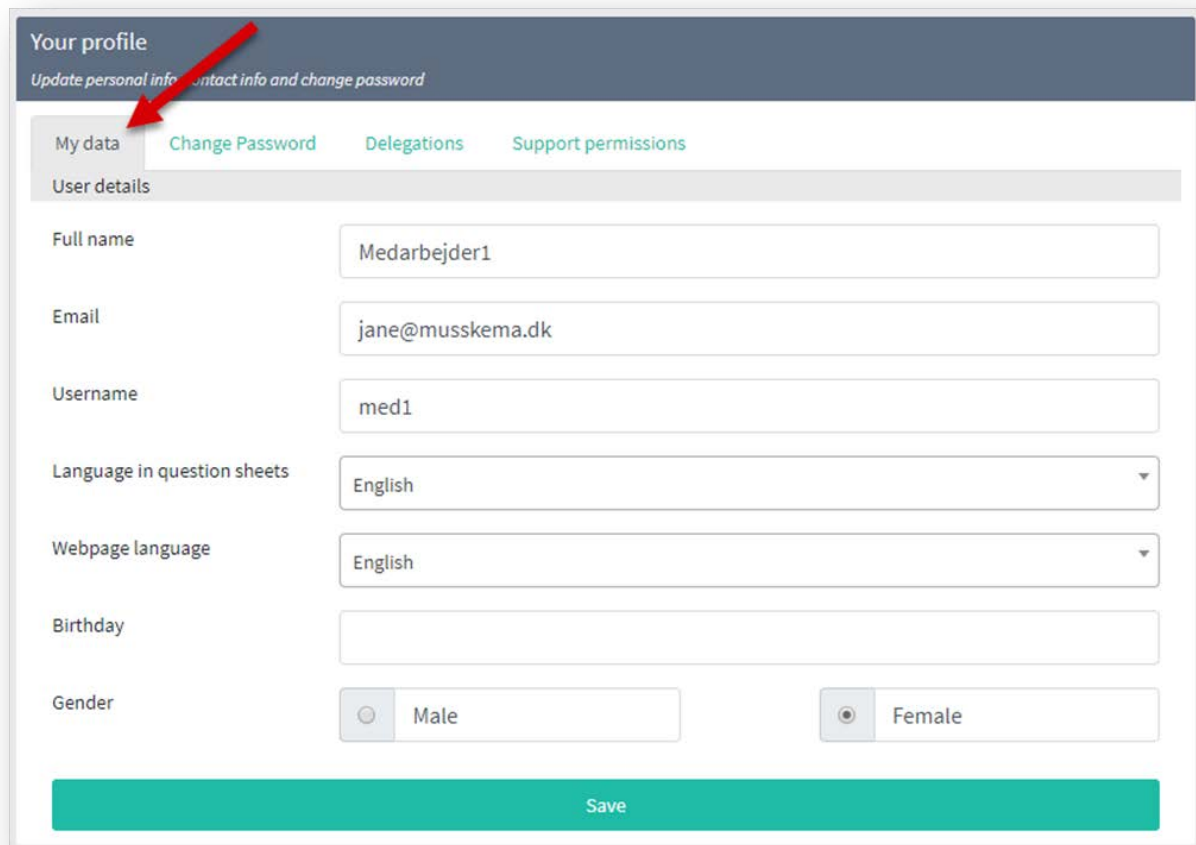


Your user profile

When you are logged in, you have the option of making several changes to your profile:



1. Select 'User' (red arrow) and then 'Profile' (blue arrow).

A screenshot of the 'Your profile' page. The page title is 'Your profile' with a subtitle 'Update personal info, contact info and change password'. There are four tabs: 'My data', 'Change Password', 'Delegations', and 'Support permissions'. The 'My data' tab is active. Below the tabs is a section titled 'User details' with several form fields: 'Full name' (Medarbejder1), 'Email' (jane@musskema.dk), 'Username' (med1), 'Language in question sheets' (English), 'Webpage language' (English), 'Birthday' (empty), and 'Gender' (radio buttons for Male and Female, with Female selected). A green 'Save' button is at the bottom.

2. The first point is 'My data' - here you can change name, Email, username, language, register gender and date of birth. Remember to click 'Save' if you have made changes.

Your profile
Update personal info, contact info and change password

My data **Change Password** Delegations Support permissions

Change password - must be at least 8 characters

Password

Confirm

Save

3. Next point is 'Change password' (red arrow), here you can change your password (blue arrow) and confirm it (green arrow) and remember to click 'Save'.

Your profile
Update personal info, contact info and change password

My data Change Password Delegations **Support permissions**

user.edit.delegations

Department Delegations
There are no delegations here

Team Delegations
There are no delegations here

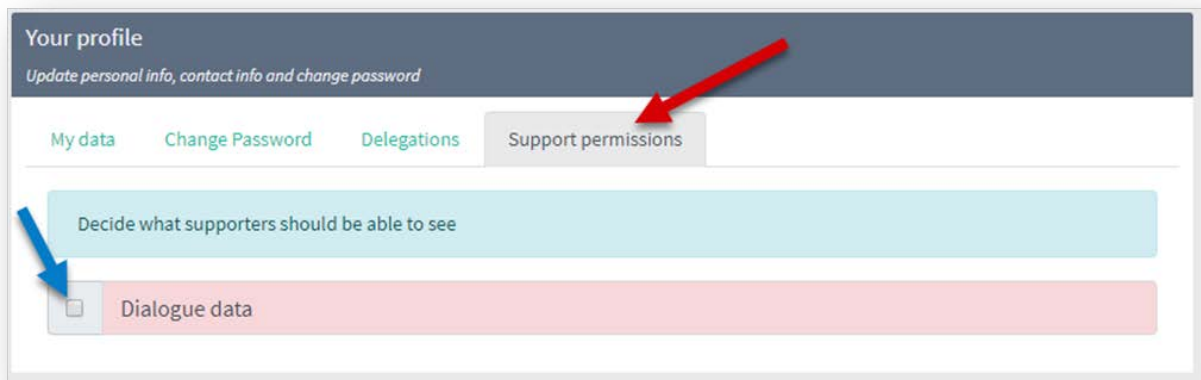
Skip mails when I am delegated access to dialog

Sickness absence

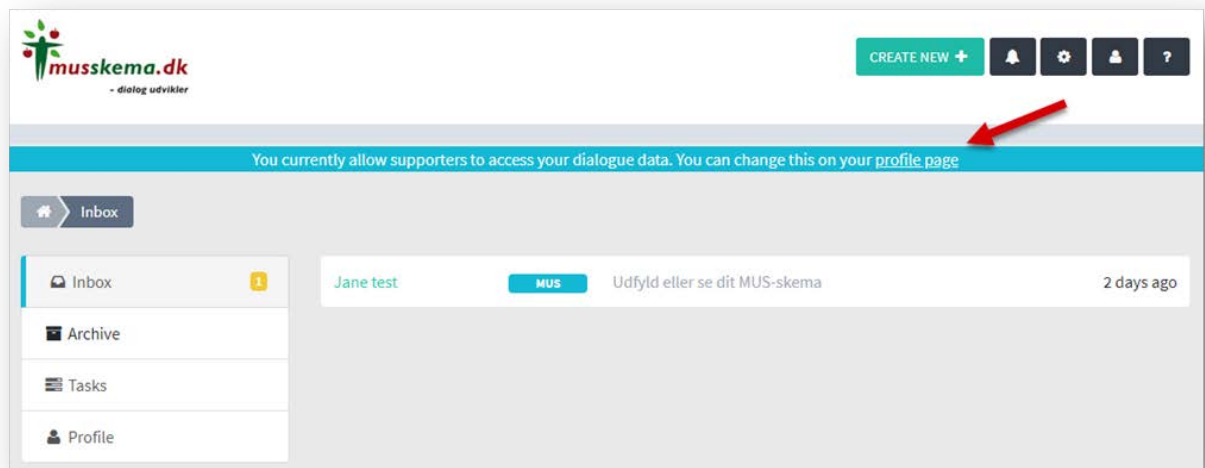
Usually you'll get all mails when delegated dialog access in above mentioned modules. Select the ones where you would like not to get any mails. The manager will always receive mails.

Save

4. The next point is 'Delegations'. Here you can see what you are involved with and possibly deselect e-mail from the dialogues you are involved in (blue arrow) See next ...



5. Last point is 'Support permissions' (red arrow)
Here you can allow Musskema.dk to view the same confidential data as you can see..



You can always, when logged in, see if you have given Musskema.dk access and quickly remove it by clicking the link (red arrow) or your profile (see above).