

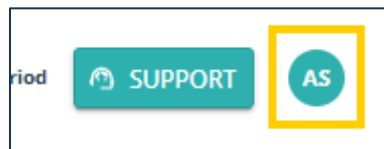
## Update Account Details

### Step 1: Access Your Account

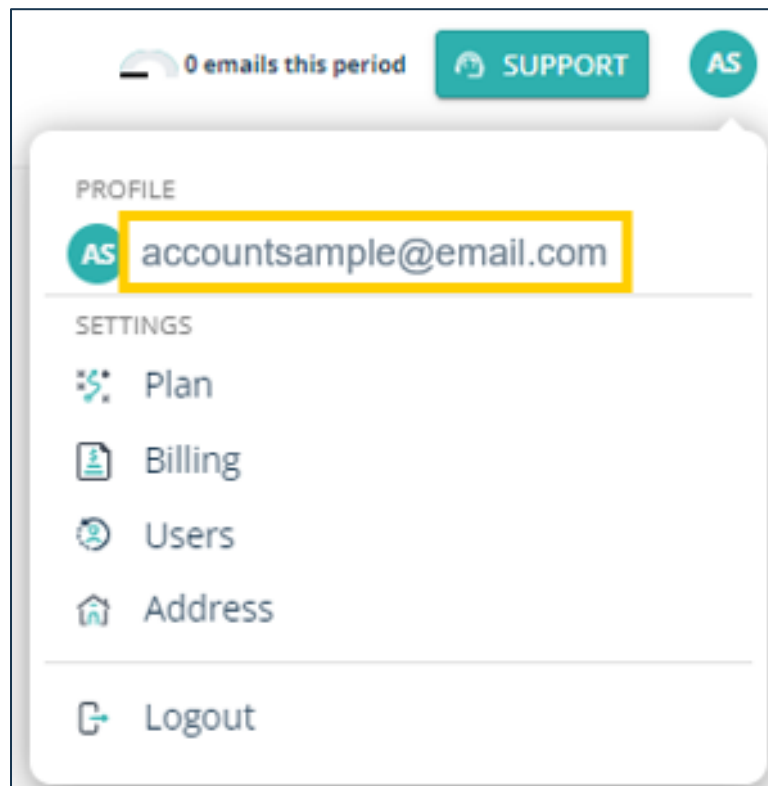
[Sign into](#) your account and follow these steps to create a survey distribution in PsychData.

### Step 2: Navigate to General Settings

To update your first or last name, email address, or time zone, click on your “Account” icon in the top right-hand corner of the page.



From the dropdown that appears, click on your profile user name, as pictured below.



### Step 3: Update Your Information

This will redirect you to your “General Settings” page where you can update your first or last name, email address, or time zone in the fields pictured below.

### General Settings

GENERAL

SECURITY

COMMUNICATION

#### General Details

First Name

Last Name

Email

Time Zone

SAVE CHANGES

## Step 4: Save Your Changes

Once you have updated your information, click the “Save Changes” button.

