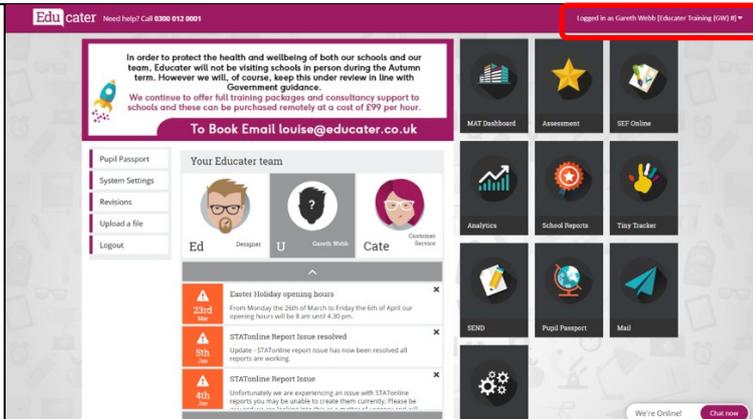


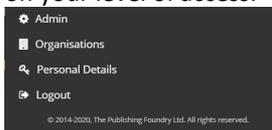
How to ... Edit Your User Profile

1. Hover the mouse of the down arrow in the top right-hand corner of the screen – next to your username.

Logged in as Gareth Webb [Educater Training (GW) #] ▼



2. The menu gives you access to different areas of Educater, depending on your level of access.



Admin: Access to the Administration tools – *you need to have “full access” on your account to access this area.*

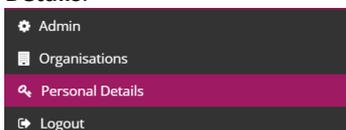
Organisations: If you have access to different schools through your MAT or cluster, this is available here.

Personal Details: Change your passport and update your contact details.

Logout: Logout from Educater.

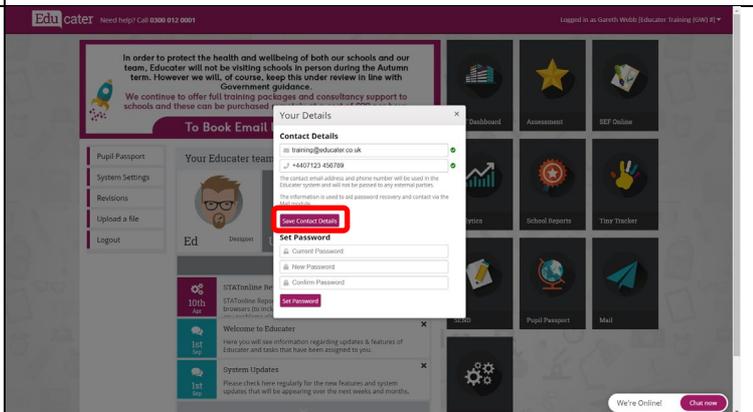


3. It is important to keep your personal details up to date. Click on **Personal Details**.



Adding an **email address** or **mobile number** will enable you to reset your own password if you forget yours.

Once complete, click **Save Contact Details**.
If you update your email address, you will receive a confirmation email with a link to on to confirm it is your address – *this is only valid for 30 minutes.*

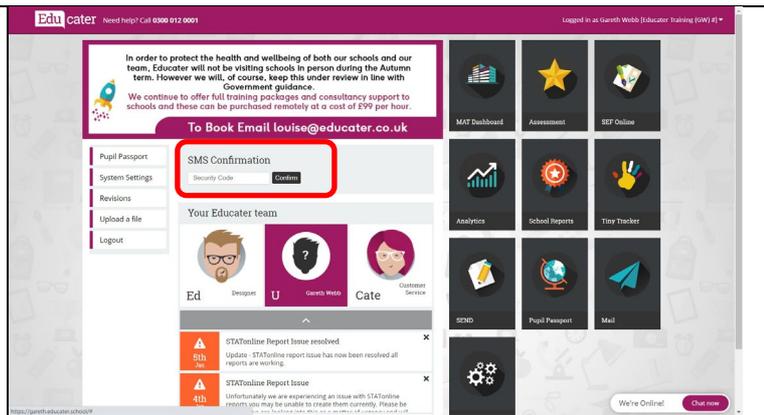


4. If you update your mobile number, you will receive a text with a confirmation to confirm it is your number.

Click on **Edu cater** in the top left corner to refresh the dashboard and enter your confirmation code.

SMS Confirmation

Security Code



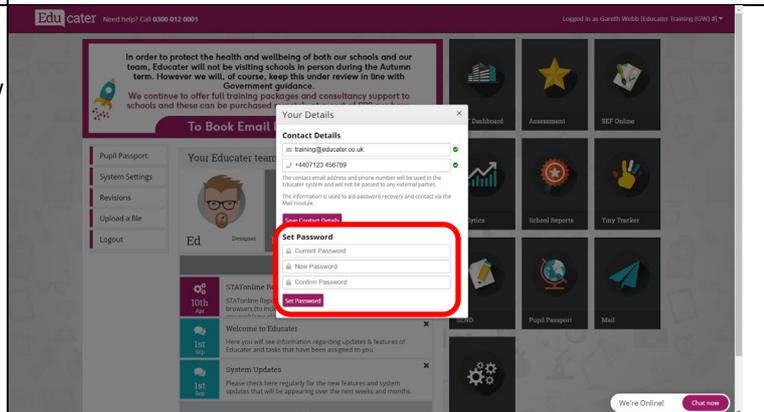
5. To **Update Your Password**, enter your current password followed by your new password, then confirm your new password.

Your password should have a minimum of 6 characters and include at least:

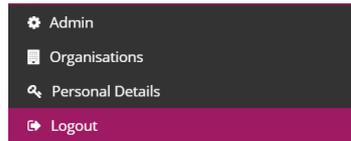
- ✓ One capital letter
- ✓ One lowercase letter
- ✓ One number

Your new password must be different to your current password and cannot contain words like *Password*.

Then click on **Set Password**



6. To completely **Logout** from Educater, click



This will ensure you are logged out of all Educater tabs you have got open.

Warning: if you have logged into Educater in different browsers, for example Chrome and Edge at the same time, you need to click **Logout** in each browser.

