

People: My Settings

Requirements

This user guide is for anyone on Claromentis 8.2+

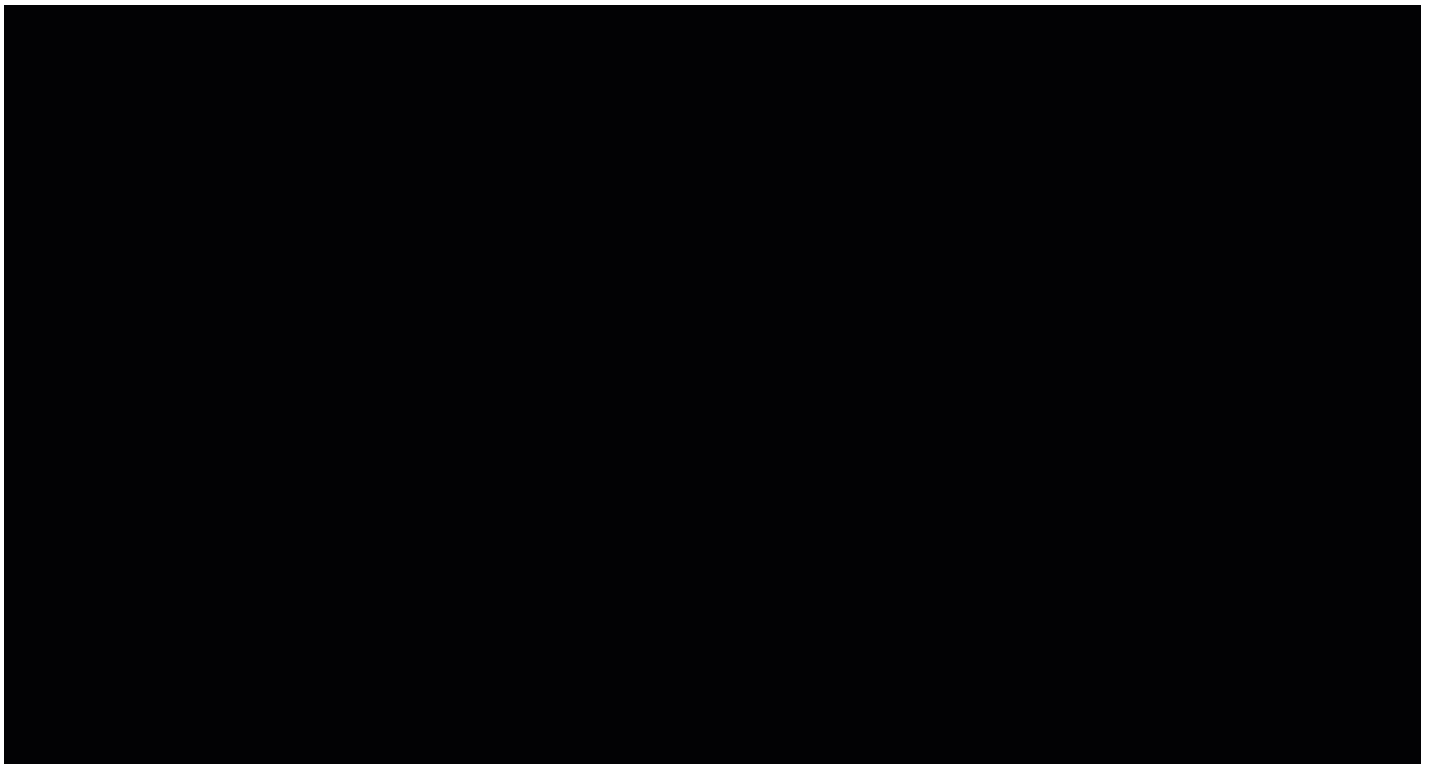
Overview

This article will provide an overview of the **My Settings** area in the People application. My settings will allow users to manage and update certain aspects of the system that is more suitable to their preferences.

The information below is outlined in the video.

My settings

Head to **My Settings** by clicking on your profile found in the navigation bar:



From here, users will be able to do the following:

- **Update Password:** Users can change their password if needed. Simply enter the current password, enter the new password, and then select Save My Settings.

People / My settings

Authentication Interface Location & timezone

Change password

Old Password

New password must be at least 8 characters long.

Password

Confirm Password

[Save My Settings](#)

Reminder: If a user is using SSO, the password cannot be changed through My Settings.

- **Change Interface:** System language can be changed to any of the available languages. Also, users can choose any of the alternative Themes they would like to use, then click Save My Settings.

People / My settings

Authentication Interface Location & timezone

Language English

Theme

Workplace

Workplace Muted

Private Tour

Creative (joyfresh)

Wide Screen

E-forms and Workflows

[Save My Settings](#)

Reminder: Available themes will depend on permissions granted by Design application administrators.

- **Change location & timezone:** Users can select any of the available location and timezone options.

People / My settings

Authentication Interface **Location & timezone**

Location Default

Time zone (GMT+00:00, DST auto) Europe/London

Save My Settings

The screenshot shows a user interface for 'My settings' under the 'People' section. At the top right, there is a navigation bar with icons for home, users, profile, settings, notifications, a dropdown menu, and a close button. Below this, there are three tabs: 'Authentication', 'Interface', and 'Location & timezone', with the last one being active. The 'Location & timezone' section contains two dropdown menus: 'Location' set to 'Default' and 'Time zone' set to '(GMT+00:00, DST auto) Europe/London'. A blue 'Save My Settings' button is positioned below the 'Time zone' dropdown.

Reminder: Available location & timezone will depend on configuration by sysadmins. For more information, check out our System Date & Time guide.

Last modified on 1 December 2023 by Hannah Door

Created on 1 February 2018 by Michael Hassman

Tags: intranet, people, user guide, profile