

People: My Settings

Requirements

This user guide is for anyone on Claromentis 8.2+

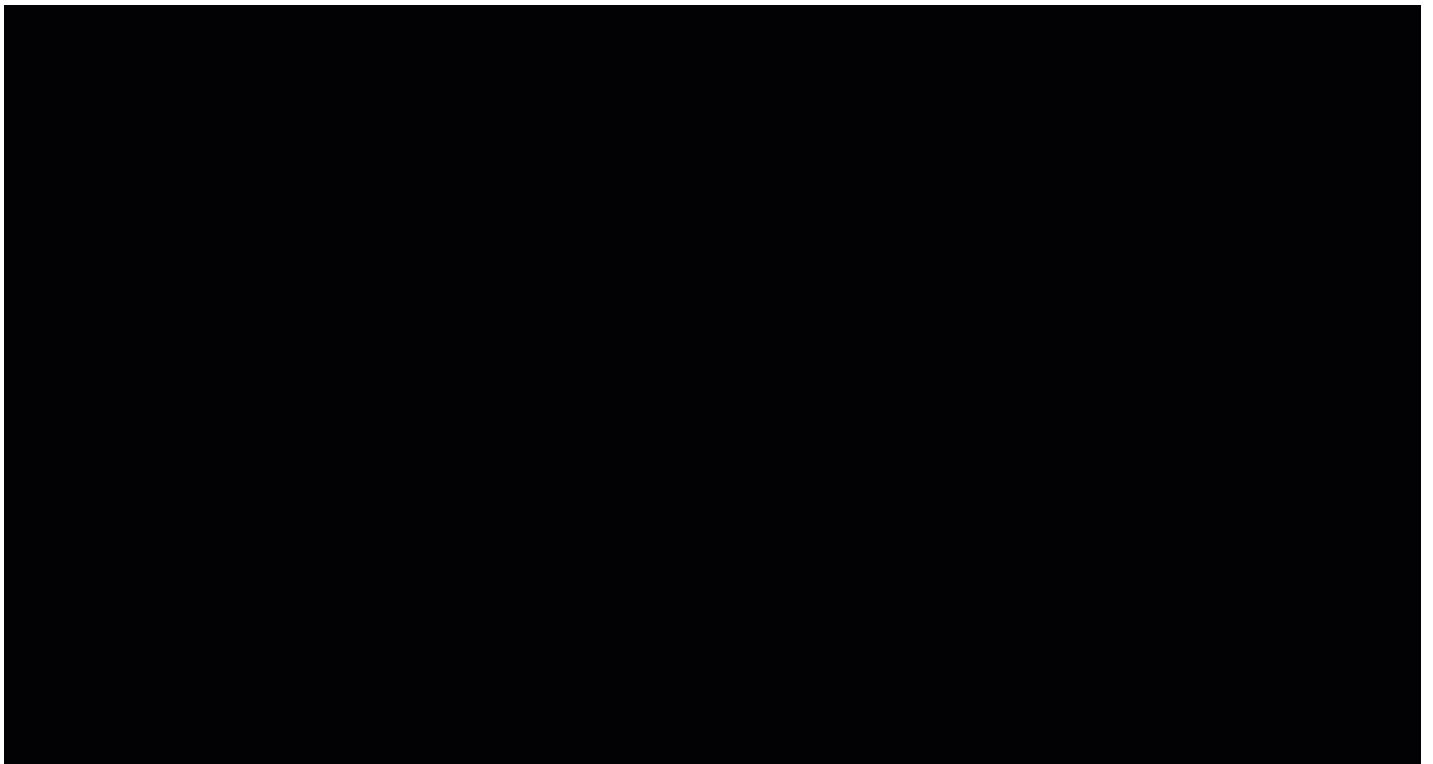
Overview

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

AuthenticationInterfaceLocation & 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

AuthenticationInterfaceLocation & timezone

Language

English

Theme

claroments

☒ Workplace

claroments

☐ Workplace Muted

claroments

☐ Private Tour

joyfresh

☐ Creative (joyfresh)

claroments

☐ Wide Screen

claroments

☐ 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

AuthenticationInterfaceLocation & timezone

Location

Default

Time zone

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

Save My Settings

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