



People: My Settings

My settings will allow users to manage and update certain aspects of the system that are more suitable to their preferences.

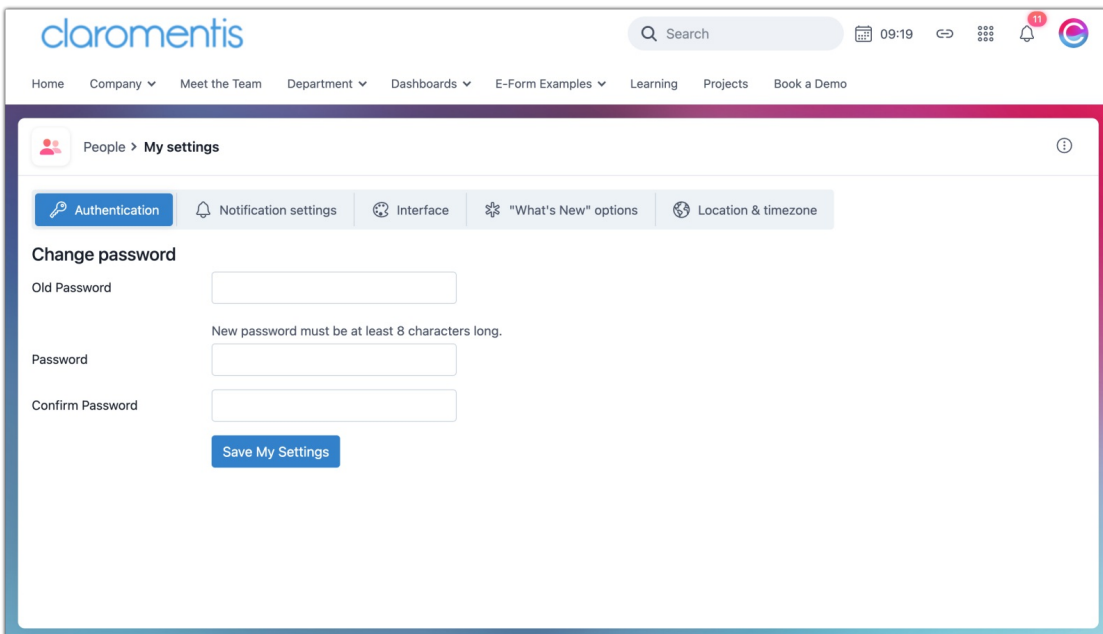
My settings

The area can be opened by clicking on the profile picture and choosing 'My settings' from the dropdown:

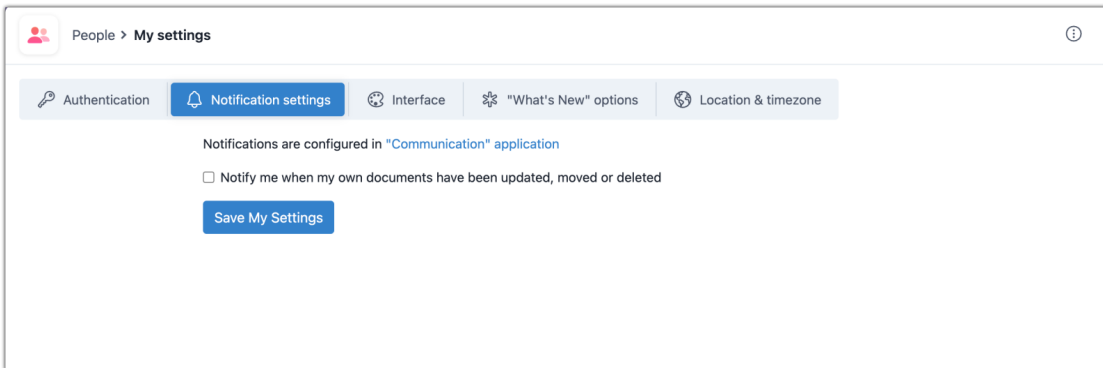
A screenshot of the Claromentis user interface. At the top, there is a navigation bar with the Claromentis logo, a search bar, and various menu items like 'Home', 'Company', 'Meet the Team', etc. The main content area is divided into several sections. On the left, there is a 'Good Morning Claromentis Administrator' greeting and a 'Small Incident' alert about an attempted robbery. Below that is a 'Search People' box with a table listing users: Abigail Clark (Human Resources Assistant) and Alan Metcalfe (Sales Assistant). On the right, there is a 'Current Weather' widget for Brighton, UK, showing a temperature of 5°C and a chance of rain of 0%. Below the weather is a calendar for December 2025. At the bottom right, there are several quick-action tiles for 'New Hire Hub', 'Badges', 'Business Process', 'E-Learning', 'Polls & Surveys', and 'Thank You'. There is also an 'Intranet Advice' section with links to remote performance reviews and using Discuss for collaboration.

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

- **Update their Password:** Users with local accounts (not [synced](#) or those created by SSO) can change their password in the 'Authentication' tab. The [password policy](#) rules will be applied.

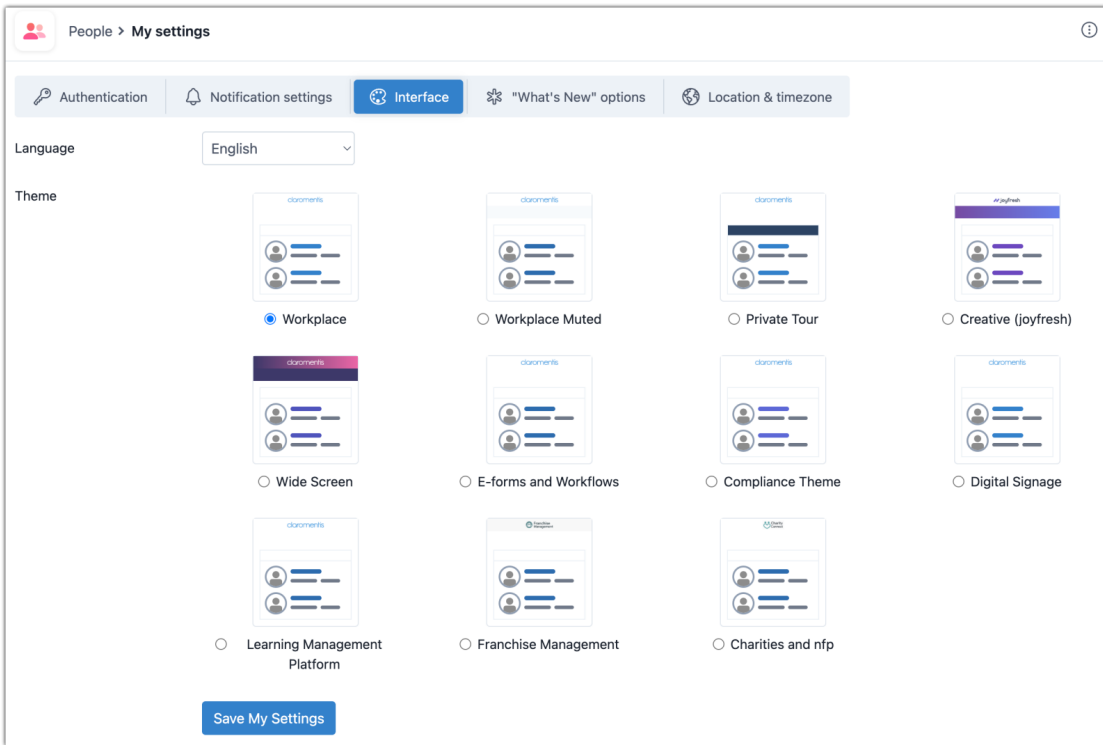


- **Set notifications:** A quick link to the [notification preferences](#) area, where a user can tweak how they want to receive notifications and which applications. There is also a checkbox option that the user can select to turn on notifications about documents they have uploaded.

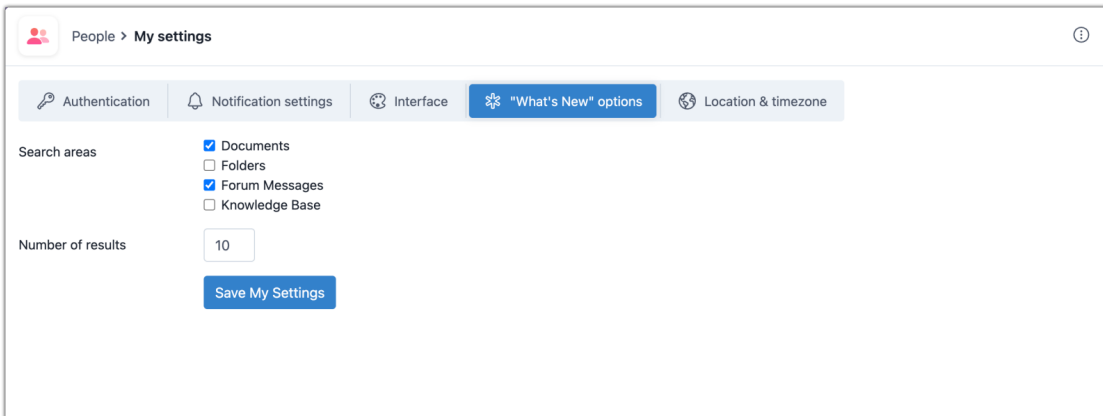


- **Change Language or Theme:** Changing language will change all [localised elements](#) to that language. (Custom content e.g. News articles, have to be manually rewritten to appear in another language)

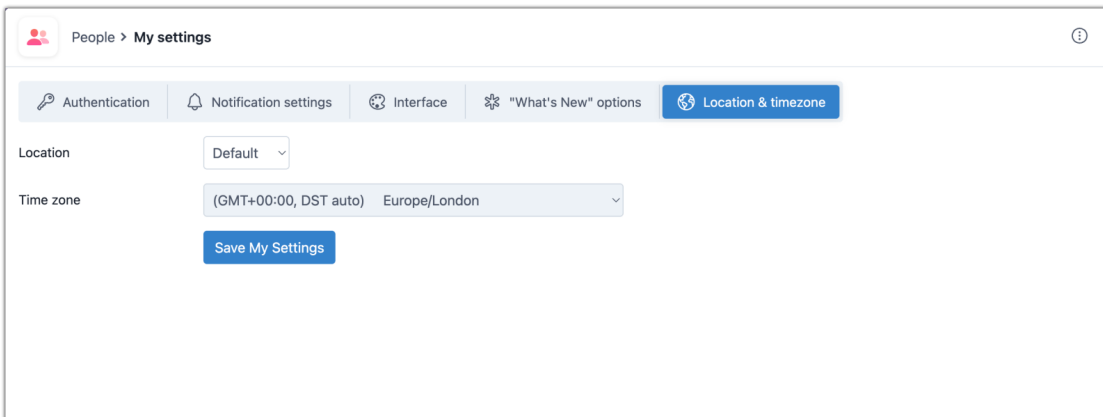
[Themes](#) will only show here if a user has more than one 'available for' them and is allowed to [switch between them](#).



- Tweak what will appear for them in the 'What's New' component (wherever this has been placed on pages)



- **Change their location & timezone:** Users can select from the location and timezone options that [Sysadmins](#) have configured in the [Date & Time area](#).



Tags: [intranet](#), [people](#), [user guide](#), [profile](#)