## **European School Education Platform Support**

<u>Vidensbase</u> > <u>Registration & log-in</u> > <u>How do I update the name in my profile?</u>

## How do I update the name in my profile?

Koen - 2025-02-27 - Registration & log-in

To update your name, you must change it on EU Login and log out from and log in again to our platform:

- 1. Open the EU Login 'Configure my account' page
- 2. Log in to your account if you are not already (This may require stronger authentication if you added two factor authentication to your account)
- 3. Change your name
- 4. Click on "Submit"
- 5. Click on the button to go to 'My Account'
- 6. Click on "My account details" (This may require stronger authentication if you added two factor authentication to your account)
- 7. Confirm that the data in the 'Name' row has been updated. This may take 2-3 minutes. Refresh the page to check again.

Once the name is indeed updated:

- 8. Head over to the European School Education Platform
- 9. Log out and log in again, to apply the new name

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• How can I change my email address?