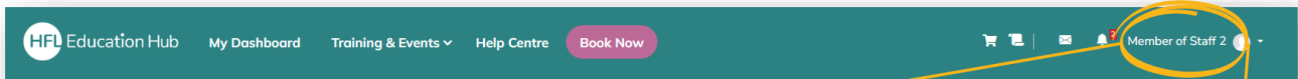


### Who is this guide for?

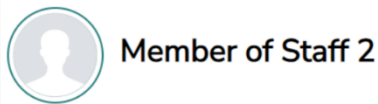
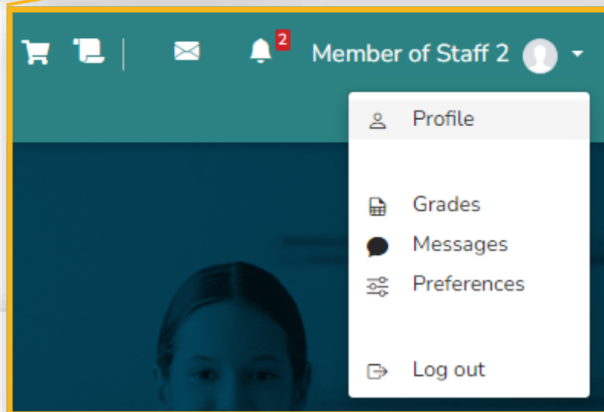
- Users who want to edit their details on HFL Education Hub

### What is in this guide?

- How to change your details such as your name and job title on HFL Education Hub



To edit your details, login to your account. From the home screen, hover over your name and select "Profile"



#### User details

[Edit profile](#)

Tenant participant  
No  
Email address  
adam.kent+pvi4@hfleducation.org  
Timezone  
Europe/London

Within your profile page, select "Edit profile"

Member of Staff 2

There are required fields in this form marked \*.

▼ General

First name\*

Surname\*

Email address\*

Email display

City/town

Select a country

Timezone

At the top of the page, you can edit basic details such as your name. Further down the page are drop down menus where you can change details such as adding a profile picture or a job title.

- ▶ User picture
- ▶ Additional names
- ▶ Interests
- ▶ Optional
- ▶ Other fields
- ▶ Eastern Partnership

Once you have made your changes, press "Update profile" to complete the process.