

Profile

Profile is where you manage your own admin account and keep your sign-in secure. Each card shows a status, so you can see what needs attention.

“ ? Screenshot: the Profile hub.

General

General Information

Keep your name and contact details current.

1. Select **General Information**.
2. Edit your **First Name**, **Last Name**, **Email**, or **Cell Phone**.
3. Save your changes.

Profile Image

Add the photo shown across your account. Use a JPG or PNG file.

Security

Passkeys

A passkey lets you sign in without a password, using your device. It is the strongest way to protect your account, so we recommend it.

1. Select **Passkeys**.
2. Add a passkey, and follow your device's prompt.

Revision #2

Created 2026-08-13 19:49:13 UTC by Admin

Updated 2026-08-14 00:29:03 UTC by Admin