

Changing Your Account Information

You can modify your name, phone number, and other account information.

To modify account information:

1. In the TIDE banner, from the *Manage Account* drop-down list, select **My Account**. The **My Account** page appears.
2. To modify your user information, in the *User Information* section, enter updates as necessary. (To change your email address, contact your TIDE administrator.)
3. Click **Update**. TIDE saves your changes, and a confirmation message appears.