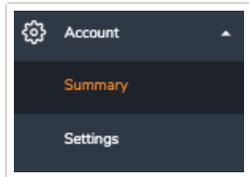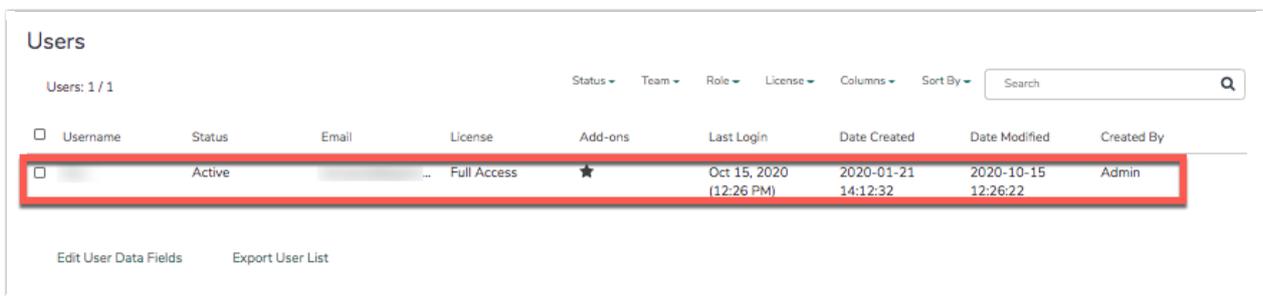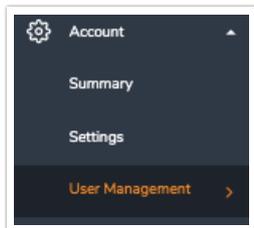# How do I change my login email address?

To change your login email address go to **Account > Summary > My Preferences** .

If you are an Account Administrator looking to change a user's login email address go to **Account > User Management**. Find the user whose email address you wish to change and click to edit. Change the email address and click **Save User**. You can also change the Name and reset the user's password from here.

After clicking Save User, verify the change by entering your password.

An email will be sent to the previous email address confirming the change.

Once the password is confirmed the new email will be set in the system.

Related Articles