

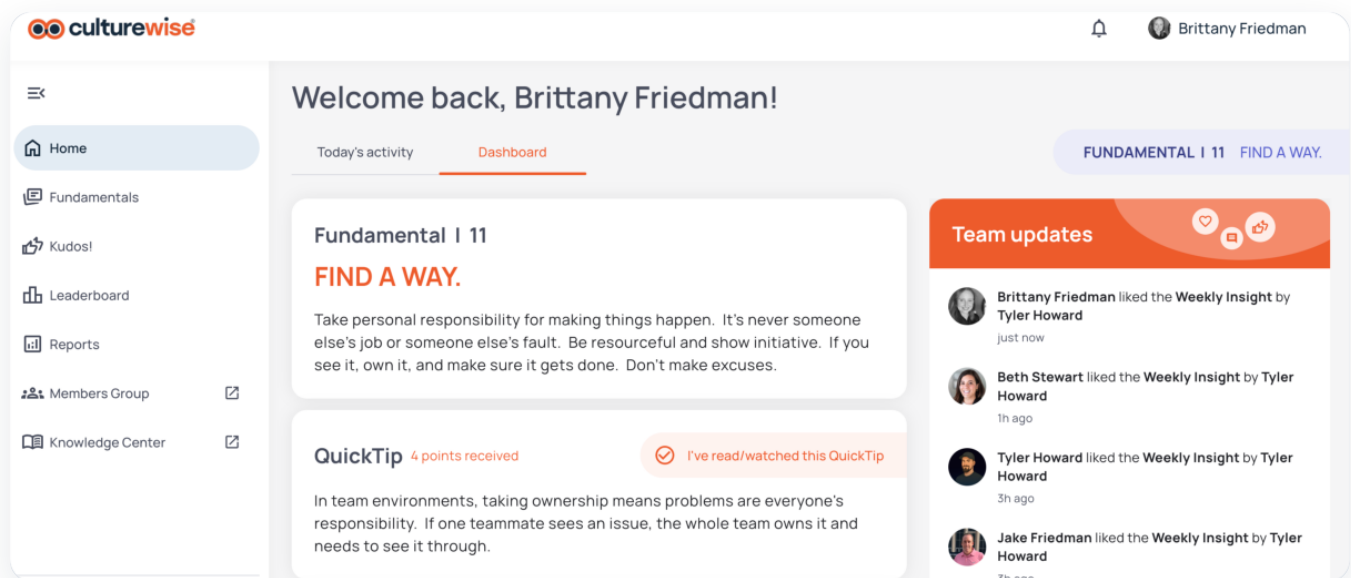


Setting Up Your User Profile

A few quick steps to personalize your profile. Add your details, your time zone, and a photo so your team can put a face to your name.

Start at your home screen

When you log in, this is your home: your Fundamental of the week, your activity, and your team's updates. Your profile lives in the top-right corner.



Your home screen: look to the top-right for your name and icon.

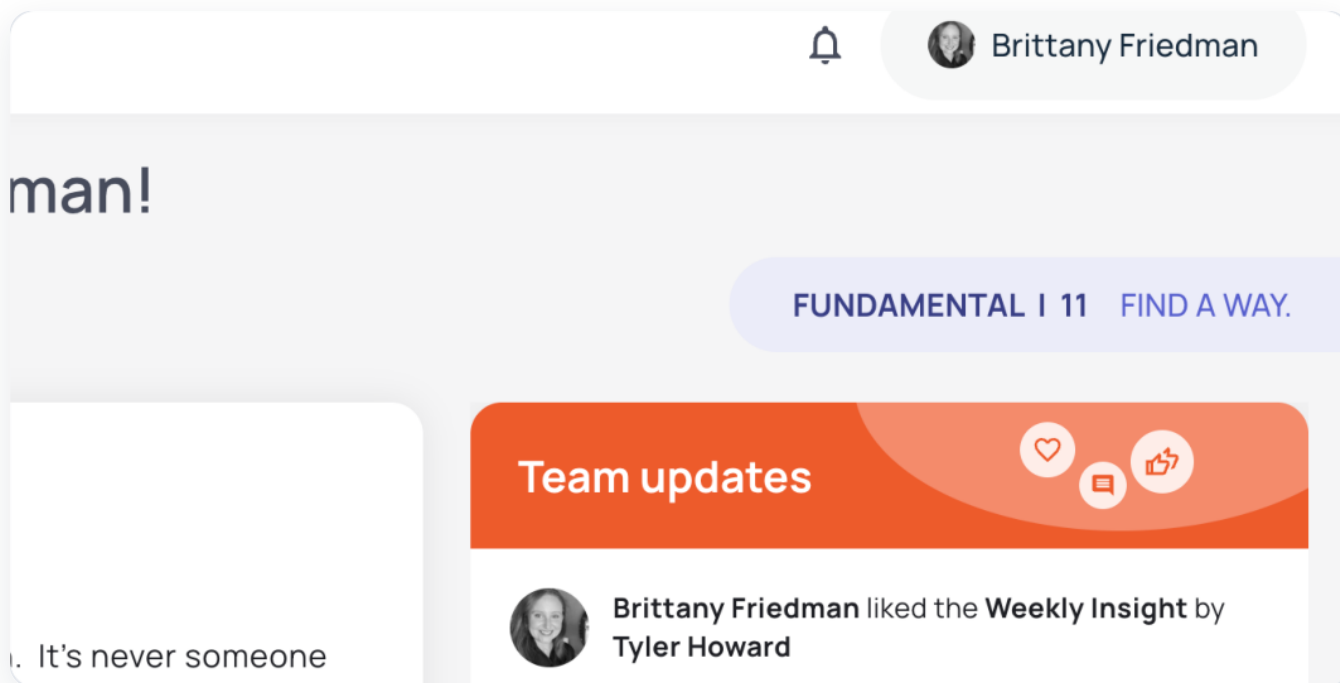
Open your profile menu

Everything about your profile starts from the top-right corner of the screen.

1

Click your icon and name

In the top-right corner, click your **photo icon and name** to open your personal menu.



Click your icon and name in the top-right corner.

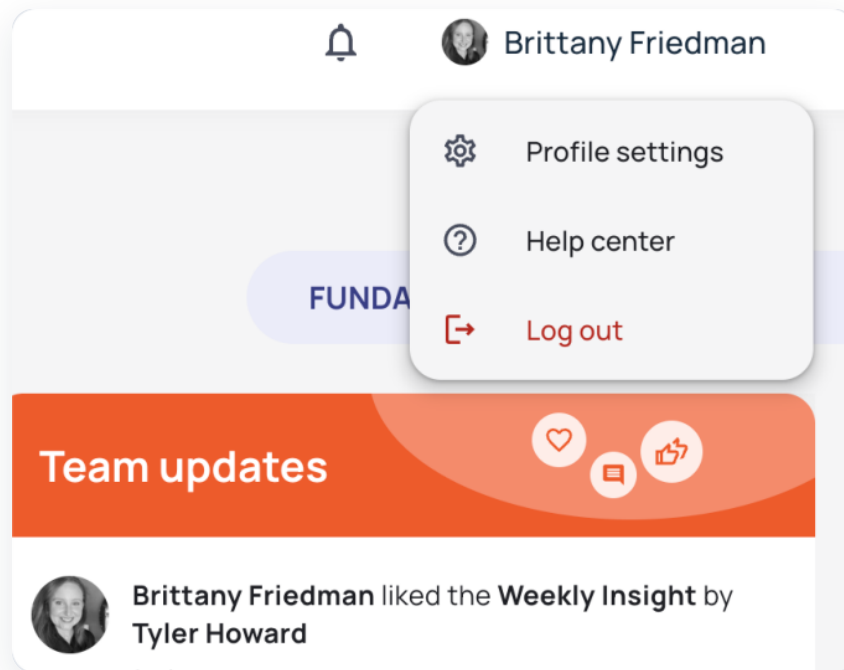
Go to Profile settings

Your personal menu gives you a few options. You want the first one.

2

Select Profile settings

From the menu that appears, choose **Profile settings**.



Select "Profile settings" from the menu.

Update your information

This is where you keep your details current: your name, role, language, and time zone.

3

Edit your basic and account info

Update your **Basic Info** (name, job title, language) and set your personal **time zone** under Account, so everything shows up at the right time for you.

 Brittany Friedman

Profile settings



Profile picture

JPG or PNG · min 400 × 400 px · max 5 MB

[Upload photo](#) [Delete photo](#)

Location

Main

Department

Customer Success

Role

Manager & Admin

Reporting assignments

 Main

Basic Info

First name

Last name

Job title (optional)

Language

Account

Time zone

Your Profile settings: basic info on the right, your photo and details on the left.

Review your account & security

Your Account section holds your contact details and security options.

4

Set up security and connections

Here you can manage your email, set up **two-factor authentication**, and connect **Microsoft Teams** to keep your account secure and connected.

The screenshot shows a user profile page for 'Brittany Friedman'. On the left is a sidebar with navigation options: 'Manager & Admin', 'Reporting assignments', and a list of roles (Main, Admin, Customer Success, Marketing, Product, Sales). The main content area is titled 'Account' and contains several sections: 'Time zone' (set to UTC-05:00 (Eastern Time)), 'Work email' (brittany@culturewise.com), 'Personal email', 'Phone number', 'Password', and 'Two-factor authentication method' (set to Work email).

Manager & Admin

Reporting assignments

Main

- Admin
- Customer Success
- Marketing
- Product
- Sales

Account

Time zone
UTC-05:00 (Eastern Time)

Work email
brittany@culturewise.com
Change work email

Personal email
Set personal email

Phone number
+1 ...-...-....
Change phone number

Password
Authorized with Microsoft account
Set password

Two-factor authentication method
Your organization requires two-factor authentication to keep your account secure.
☒ Work email
☐ Personal email

The Account section: contact details, two-factor authentication, and more.

Add your photo

This is the fun one. Adding a photo puts a face to your name across the platform, a small touch that helps teammates in different locations feel more connected.

5

Upload a profile picture

Back at the top-left of Profile settings, click **Upload photo** and choose an image (JPG or PNG). Now your face appears next to your activity across the platform.



Profile picture

JPG or PNG · min 400 × 400 px · max 5 MB

Upload photo

Delete photo

Click Upload photo to add your picture.



That's it! Your profile is set up: your details, your time zone, and a friendly face for your teammates to recognize.

Questions?

Your CultureWise team is always here to help. Reach out anytime.