

# ACCOUNT MANAGEMENT

## MANAGE YOUR USER PROFILE JOB AID

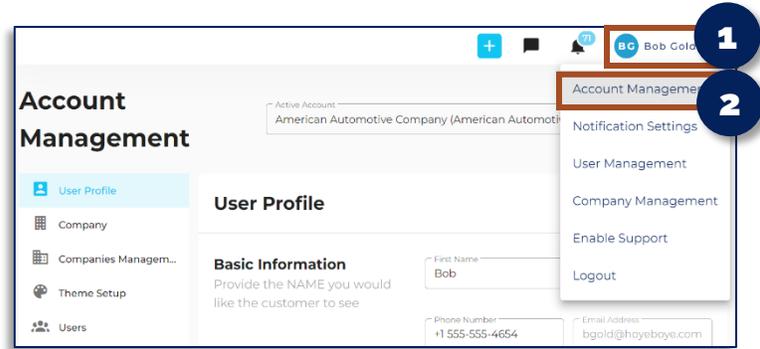
This job aid shows how to navigate to and edit the basic information of an account from the User Profile tab located on the Account Management page.

### FROM THE HITCH DASHBOARD

1. At the top right corner, click your **username**
2. From the dropdown list, click **Account Management**

The Account Management screen will display.

 **NOTE:** Contact a RunBuggy Administrator to change information that is grayed out on screen.



### MANAGE YOUR USER PROFILE

1. **Select account** to manage from the drop down list

The account User Profile-Basic Information will appear.

2. Make edits to Basic Information, if needed

 **WARNING:** To be used only in User Profile tab. Do not click on USERS tab.

3. Click **Save** to save edits

A **green box** will appear when edits made successfully.

