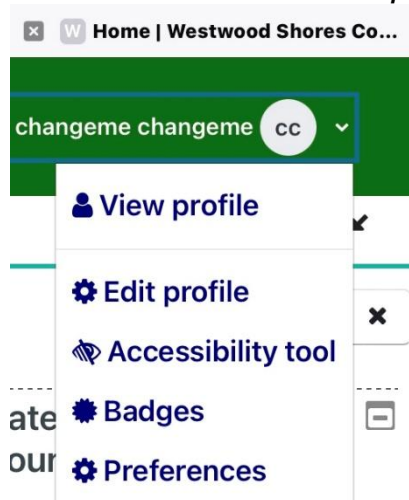


PROFILE (*account*) INFORMATION

Upon successful first time logging in, it is strongly suggested to update your system profile information. Use the dropdown option "Edit profile" beside your name in the top right corner. *App users need to click on the ... or more menu item and select "Update Email". A*



profile window will popup.

URGENT: Please take the time to ensure your email address is valid. **Without a valid email address here, you will not be able to receive any messages or notifications via email outside the Connections system, or from anywhere within the Westwood Shores Connections system.**

- Username (name you log in with) can not be changed, if desired you will need to direct your request to [Contact Support](#).
- First Name, Last Name and Email fields are strongly recommended to be checked for validity.

changeme changeme

Expand all

▼ General

First name	changeme
Last name	changeme
Email address	changeme10@email.com
Email visibility	Visible to course participants

- Password changes can be changed in your profile but forgotten password changes require the use of the [Lost Password](#) form.
- At your discretion, expand the other areas, especially the “Westwood Shores Property Owner(s) Profile” tab to optionally add more data about you. This information is only seen by the Westwood Shores Communications Manager and solely used for demographic purposes.

Click the “**Save**” button at the bottom of the profile page.

- Once you have updated your profile and successfully logged in the first time, you can login using either your user name or email address.
- Make sure to save your login info on your device if given that choice, so no more remembering how to login 📱.
- System Profile information including your password can be edited anytime by repeating the steps above.
- **DO NOT FORGET:** passwords **cannot** be read by anyone, only changed!