

# How do I manage My Details?

This task card is to assist in managing your details in BICON. You must have already registered for an account to access My Account.

## 1. Login and View My Account

#### 1.1 Login

Login to BICON and select My Account.

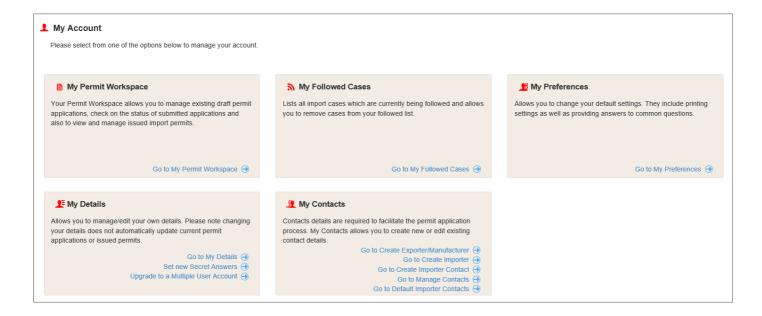


You will have access to:

- My Permit Workspace
- My Followed Cases
- My Preferences
- My Details
- My Contacts

## 1.2 My Details

Select Go to My Details. Other My Account options are detailed in related task cards.

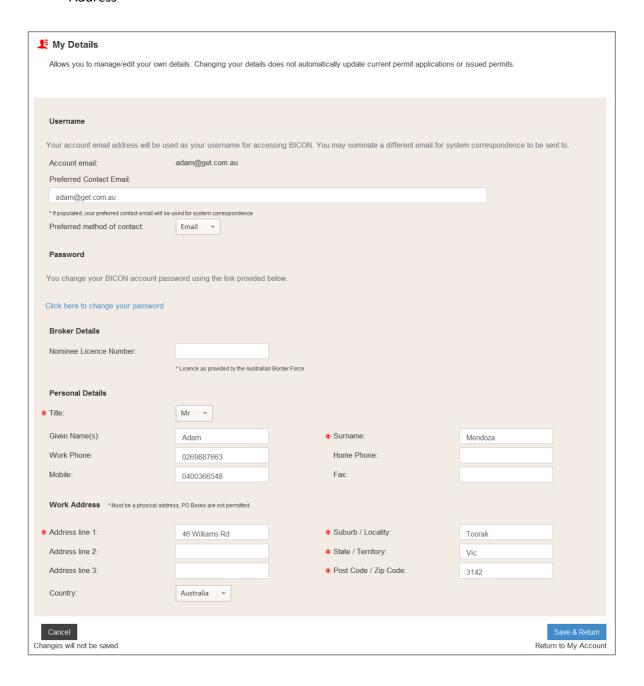




## My Details

Here you will be able to update:

- Username
  - o Preferred Contact Email
  - Preferred Method of Contact
- Password
  - o Change Password
- Personal Details
  - o Name
  - Phone/Fax
- Address

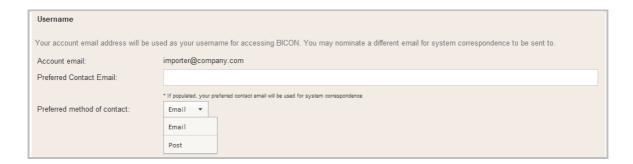






#### 2.1 Manage Contact Information

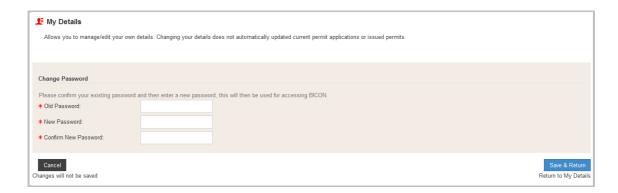
Your account email address will be used as your username to access BICON. You may nominate a different email to receive system correspondence. This can be provided by completing the **Preferred Contact Email** field. You may also chose your **Preferred method of contact** by selecting it from the drop down menu.



#### 2.2 Change Password

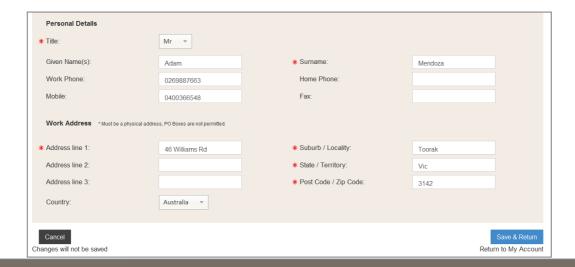
To change your BICON account password select Click here to change your password link.

This will open up the **My Details** window. Change your password by entering your existing password and then entering your new password. Confirm by selecting Save & Return.



## 2.3 Manage Personal and Address Details

The bottom section of the **My Details** page allows you to update your personal and address details. Simply fill out the sections that apply and Save & Return to confirm changes.







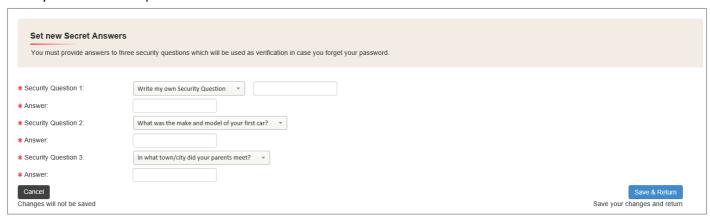
#### 2.4 Set New Secret Answers

Here you can change the answers to your secret questions. These are the questions that you use if you have forgotten your password and need to reset.

You will be asked to re-enter your password. Enter your password and select October 1997



Enter your new secret question and answers.



You can write your own security questions or use the questions in the default list.

Select Save & Return

You will now have new Security Questions and Answers.

### 2.5 If you have a single user account

After registration you may upgrade your account to a **Multiple User Account** if desired. You may also upgrade your single user account to **Join an existing Multiple User Account**.

If you wish to do this refer to the

If you need to upgrade your single user account to a multiple user account, see the Task Card - **How do I upgrade to a new** multiple user account?

If you work for an organisation and wish to join an existing multiple user account see the Task Card – **How do I upgrade and join**an existing multiple user account?