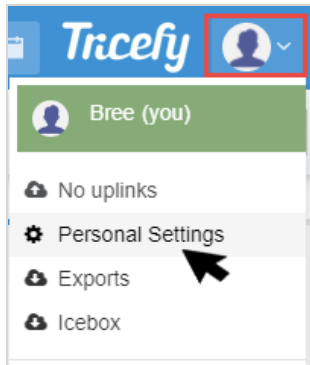




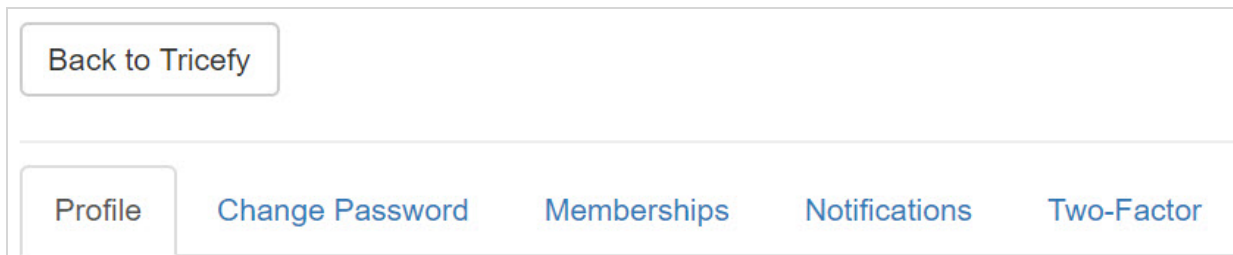
Personal Settings Overview

Last Modified on 08/14/2019 1:47 pm EDT

Personal Settings are located in the User Menu, at the top-right corner of your screen:



Your personal settings are organized into five tabs. Select **Back to Tricefy** to return to the Study List.



- **Profile:** Change your log-in password, update your display name or phone number, show your Uplink status, and reset your settings
- **Change Password:** Select a new password
 - For security, passwords must contain at least eight characters, one upper-case letter and one number
 - Clinic administrators can require users to reset their passwords after a predetermined length of time. This option is configurable within your [clinic's Account Settings](#) .
- **Memberships:** Leave your account or accept an invitation to a new account
 - "Accounts" are clinics in which you have membership (allowed to view examinations)
 - Some users are members of multiple accounts
 - Your current accounts are listed on this screen
 - Select the red **Leave Account** button to end your membership. This will prevent you from accessing any exams uploaded by that clinic
 - Any current invitations to join an account will be listed under **Pending**
 - [Invitations are sent out by account administrators](#)



- **Notifications:** Turn notifications on and off for when a new study, consult or note is added
 - **Two-Factor:** Enable two-factor authentication to provide an extra layer of security:
 - Select the **Two-Factor** tab within your settings
 - Select the blue **Enable 2FA** button
 - Scan the barcode using an authenticator app on your cell phone (such as Authy or Google Authenticator)
 - You will receive a numerical code within the application (on your phone)
 - Enter the code into the text field
 - Return to this tab within your personal settings if you later wish to disable two-factor authentication
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