

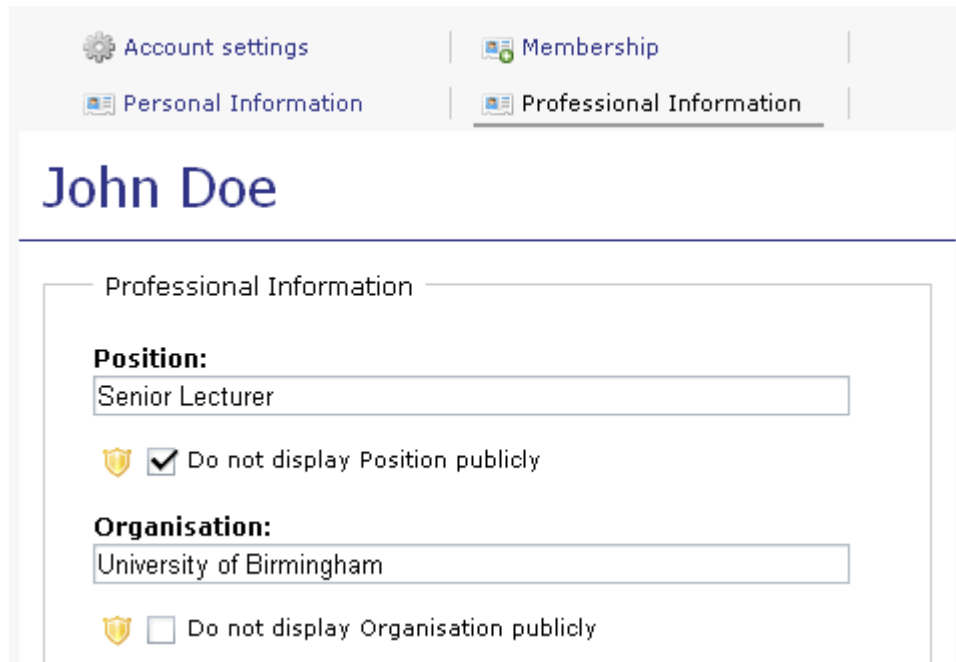
How to change your Account Settings and Additional Information

You can change the following account settings and information about yourself:

- **[Account settings:](#)**
 - Your contact E-mail address
 - Password
 - Personal contact form
- **[Membership:](#)**
 - Nothing at this point
- **[Personal Information:](#)**
 - First name
 - Surname
 - Title
 - Qualification
 - Home address
This is set to never being displayed to anyone else other than BSRA administrators
- **[Professional Information:](#)**
 - Position
 - Organisation
 - Website
 - Address
 - Postcode
 - Telephone
 - Fax
 - Bodies membership
 - Research Interests
 - Research Summary

Except for your password and your email-address these details will, by default, be viewable on your user page. However, only logged in users have access to user pages. If you want that other members are able to contact you, please activate your personal contact form on the [Account settings](#) page.

Please [contact us](#) if you want to **change your username**.



The screenshot shows a user profile page for "John Doe". At the top, there are four navigation tabs: "Account settings" (with a gear icon), "Membership" (with a person icon), "Personal Information" (with a document icon), and "Professional Information" (with a document icon and a green checkmark, indicating it is the active tab). Below the tabs, the name "John Doe" is displayed in a large blue font. Underneath the name, there is a section titled "Professional Information" enclosed in a light grey border. This section contains two main fields: "Position:" and "Organisation:". The "Position:" field has a text input containing "Senior Lecturer" and a privacy toggle below it consisting of a shield icon, a checked checkbox, and the text "Do not display Position publicly". The "Organisation:" field has a text input containing "University of Birmingham" and a privacy toggle below it consisting of a shield icon, an unchecked checkbox, and the text "Do not display Organisation publicly".

If you prefer to not have your details displayed on your user page, on search results, or on lists, you do not have to delete your details. Each individual field can be **set to private**, i.e. not displayed publicly, so that only you and BSRA administrators can view them.

After changing your details or setting a field to private (in the above case the Position field is private while the Organisation is being displayed), do **not forget to press the submit button** at the bottom of the form, otherwise the settings will not be saved.