Manage your BirkmanDirect Profile Settings

Purpose:

Use these steps to manage your personal information in BDirect such as:

- Updating your email address
- Changing your BDirect password
- Viewing your Birkman Access Agreement
- If you need to update your Name or Company, contact support@birkman.com

Step	Action	Result
1	Log in to BirkmanDirect direct.birkman.com. Note: To reset your password, click Forgot Your Password?	Username Password Forgot Your Password? LOGIN
2	Click the Person Icon .	Person Ancount Instruction Instructin Instructin Instructin Instructi
3	Click Profile .	Autoro Autoro
4	Click the Pencil Icon next to your email address.	Authorit Conserve Conserve Democrato Resource Birkman L-

Step	Action	Result
5	To edit your Email address , enter the new email address and click Save .	Authorz Authorz Profile Charge Password First Name Kristina Last Name Norris Corpeny Demo Account Emai Knorris@birkman.com Birkman L Birkman S
6	To edit your Password, click Change Password . Enter your current password and then enter the new password twice. Click Save Password .	rrs Authors Frst Name Kristina Last Name Norris Demo Account Resource Change Password Change Passwor
7	To view your Birkman Access Agreement , click Birkman Agreement . You may view, download or print the agreement you accepted when first logging into BirkmanDirect.	Image: proprior of the market of the mar