

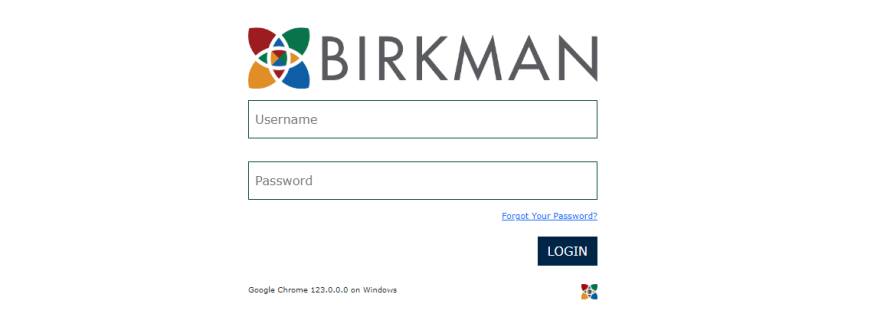
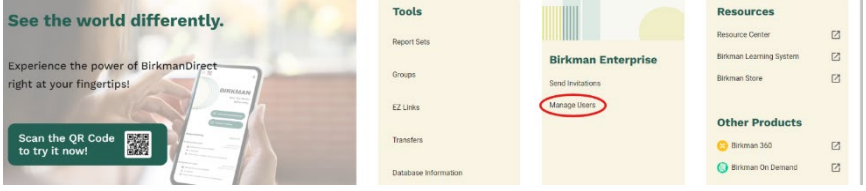
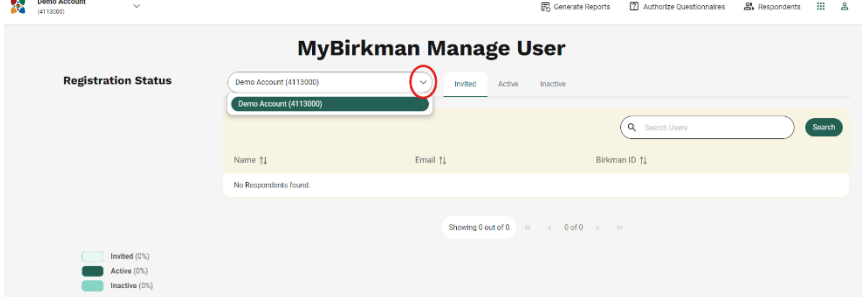
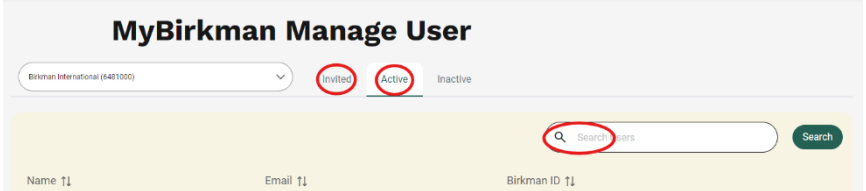
Update Participant Email Address or Name

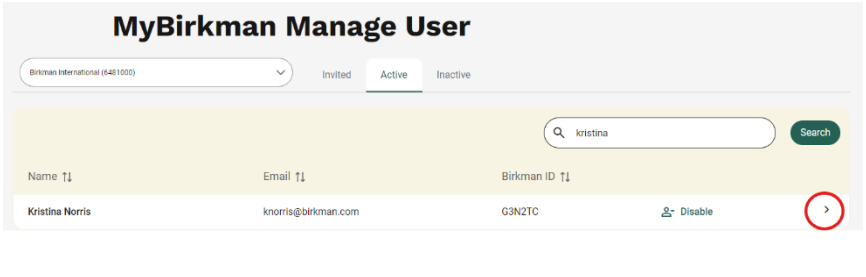
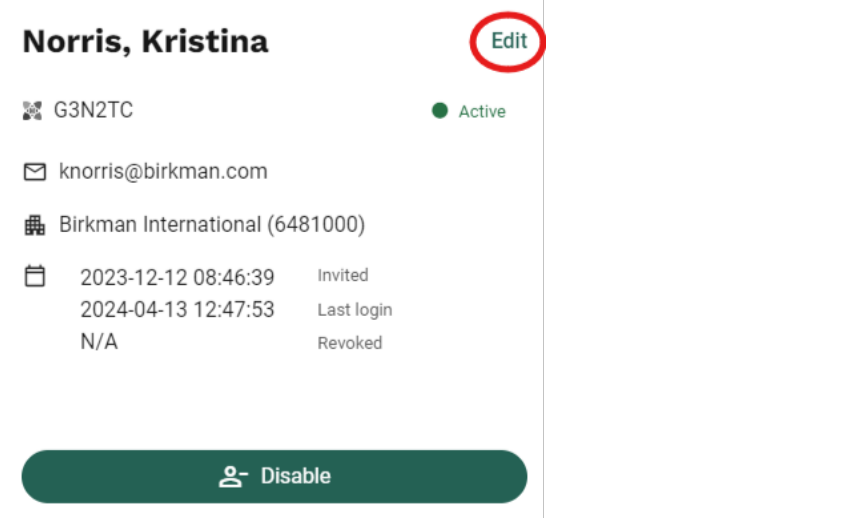
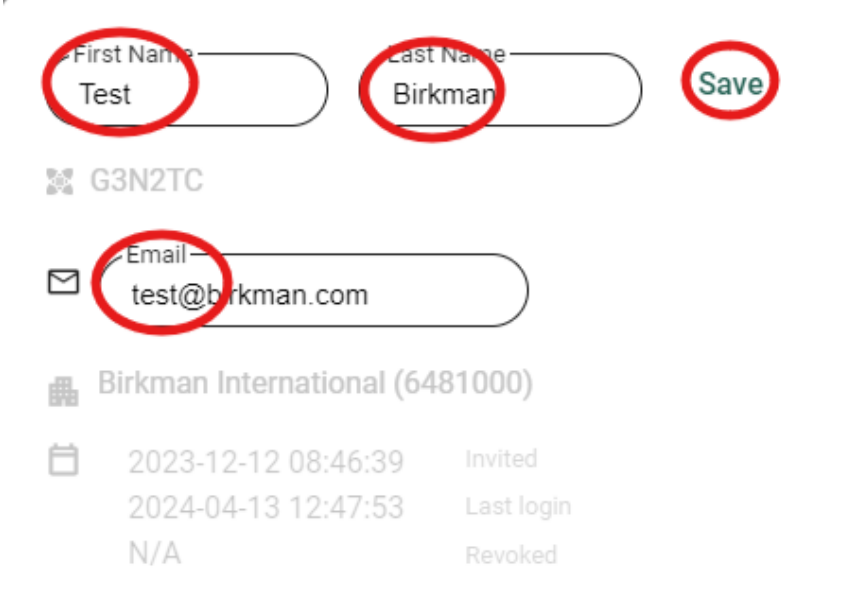
Purpose:

Use these steps when a participant's email address or name has changed.

Need help?

- For technical assistance with BirkmanDirect or MyBirkman - support@birkman.com
- For strategy and implementation assistance – your Birkman Account Manager.

Step	Action	Result
1	Log in to BirkmanDirect direct.birkman.com . Note: To reset your password, click Forgot Your Password?	
2	In the Birkman Enterprise section, select Manage Users . Note: If this link is not available, contact support@birkman.com	
3	Select your Company name.	
4	Search for the participant in the Invited or Active tabs.	<ul style="list-style-type: none"> • Invited users were sent a MyBirkman invitation but have not registered • Active users completed their MyBirkman registration 

Step	Action	Result								
5	Click the arrow to the right of the participant's name.	 <p>MyBirkman Manage User</p> <p>Birkman International (6481000) Invited Active Inactive</p> <p>Search: kristina</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Email</th> <th>Birkman ID</th> <th></th> </tr> </thead> <tbody> <tr> <td>Kristina Norris</td> <td>knorris@birkman.com</td> <td>G3N2TC</td> <td>Disable</td> </tr> </tbody> </table>	Name	Email	Birkman ID		Kristina Norris	knorris@birkman.com	G3N2TC	Disable
Name	Email	Birkman ID								
Kristina Norris	knorris@birkman.com	G3N2TC	Disable							
6	A sidebar will appear for that individual. Click Edit .	 <p>Norris, Kristina Edit</p> <p>G3N2TC Active</p> <p>knorris@birkman.com</p> <p>Birkman International (6481000)</p> <p>2023-12-12 08:46:39 Invited 2024-04-13 12:47:53 Last login N/A Revoked</p> <p>Disable</p>								
7	Edit the necessary fields: <ul style="list-style-type: none"> Enter new email address Click Save Enter new First and/or Last name Click Save <p>Note: When you update your email address you will now login with the new email.</p>	 <p>First Name: Test</p> <p>Last Name: Birkman</p> <p>Save</p> <p>G3N2TC</p> <p>Email: test@birkman.com</p> <p>Birkman International (6481000)</p> <p>2023-12-12 08:46:39 Invited 2024-04-13 12:47:53 Last login N/A Revoked</p>								