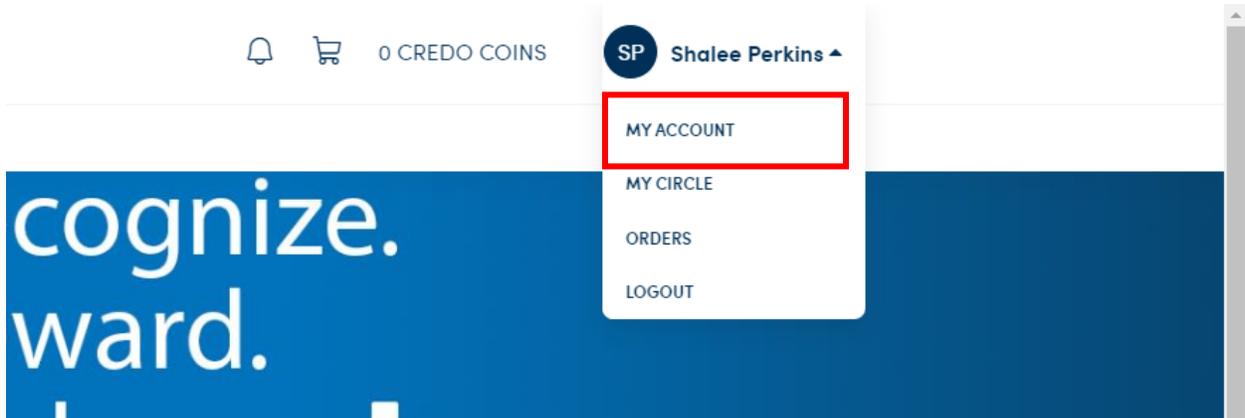


## Managing My Account

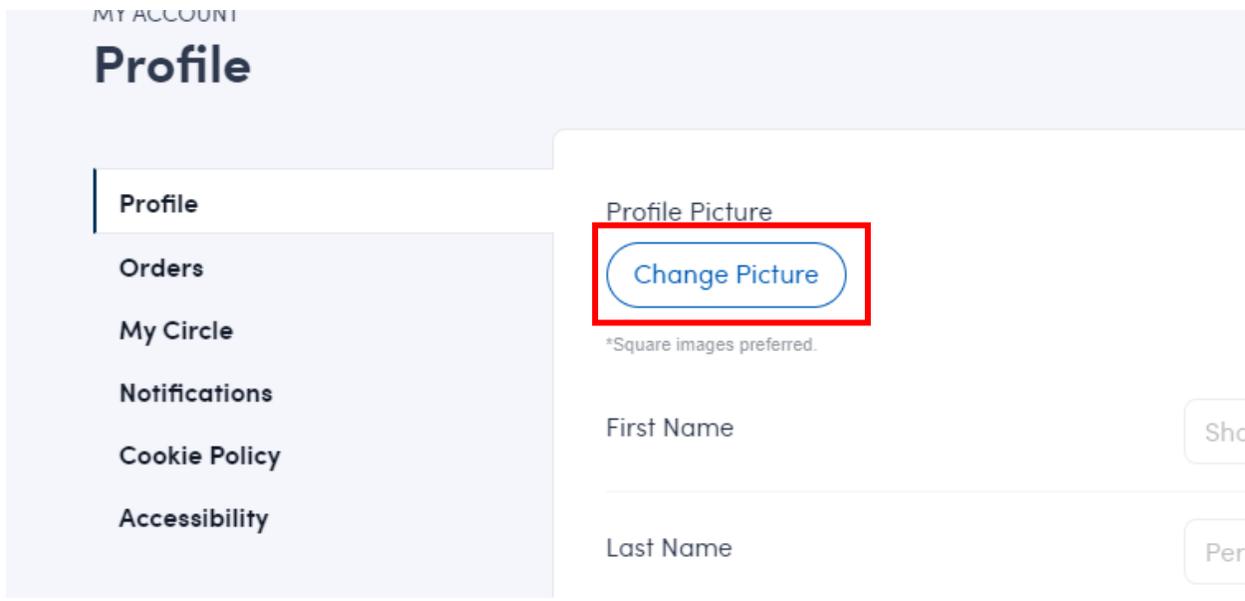
This guide covers how to change your profile picture, opt out of birthday recognition, and opt out of public recognition.

Click on your name and select My Account.



## Change Profile Picture

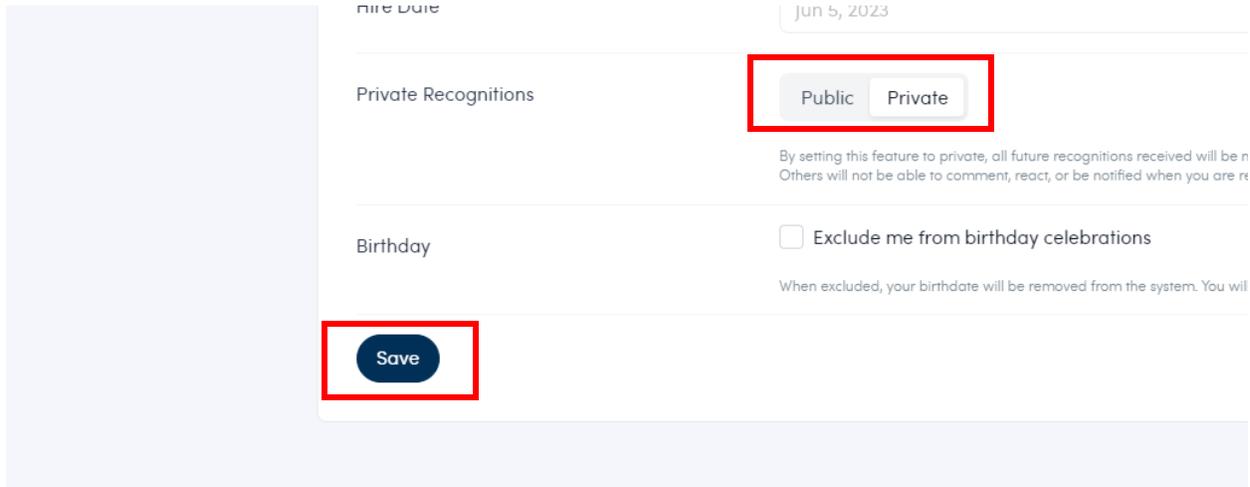
Click on Change Picture and find the picture you wish to upload then scroll to the bottom of the page and click Save.



## Public Recognition Opt Out

Scroll down to Private Recognitions and switch to Private and click Save.

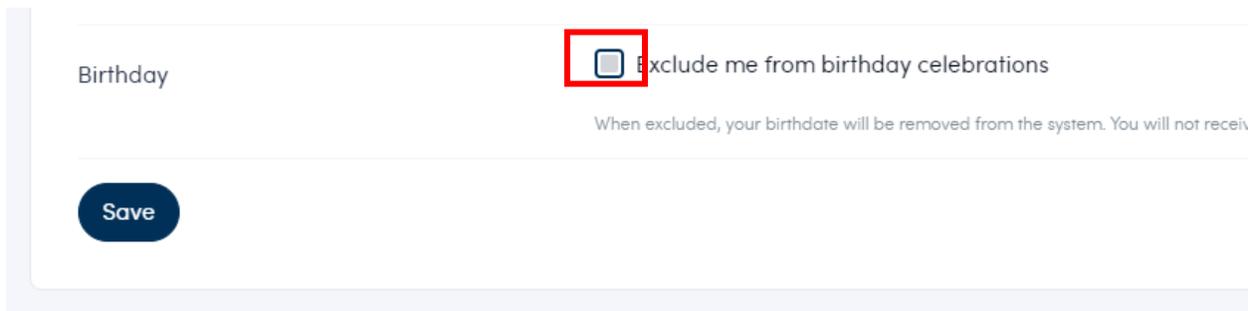
This will make all recognition given to you private, meaning it will not be visible to other employees. You and your leader will still be able to see this.



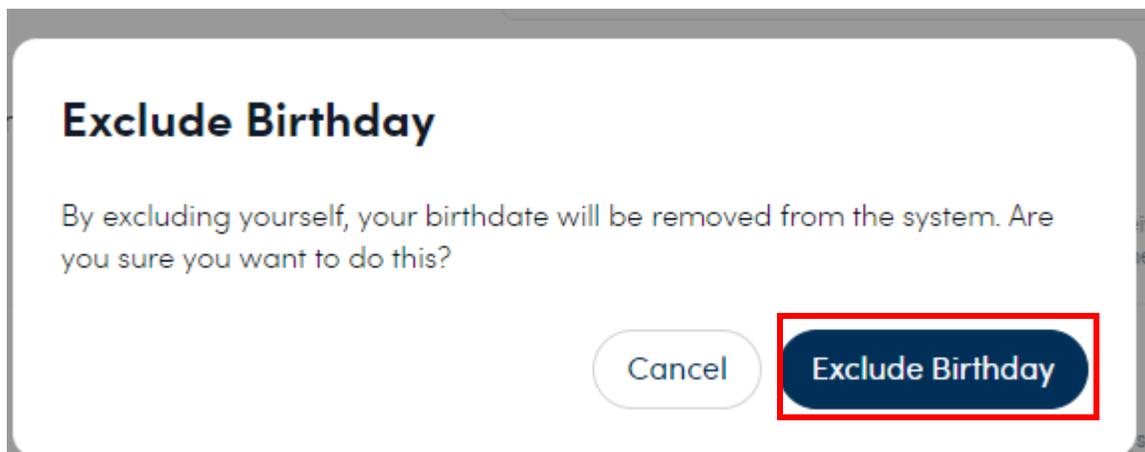
The screenshot shows a settings page with a light blue background. At the top, there is a 'hire Date' field with the value 'Jun 5, 2023'. Below this is a section for 'Private Recognitions' with two buttons: 'Public' and 'Private'. The 'Private' button is highlighted with a red box. Below this section is a 'Birthday' section with a checkbox labeled 'Exclude me from birthday celebrations' and a sub-note: 'When excluded, your birthdate will be removed from the system. You will'. At the bottom left, there is a dark blue 'Save' button highlighted with a red box.

## Birthday Recognition Opt Out

Scroll down to Birthday and check the box to be excluded from birthday celebrations, click Exclude Birthday in the pop up message and click Save.



The screenshot shows a settings page with a light blue background. In the 'Birthday' section, there is a checkbox labeled 'Exclude me from birthday celebrations' which is checked and highlighted with a red box. Below this is a sub-note: 'When excluded, your birthdate will be removed from the system. You will not receive'. At the bottom left, there is a dark blue 'Save' button.



The screenshot shows a confirmation pop-up message with a white background and a grey border. The title is 'Exclude Birthday'. The text reads: 'By excluding yourself, your birthdate will be removed from the system. Are you sure you want to do this?'. At the bottom, there are two buttons: 'Cancel' and 'Exclude Birthday'. The 'Exclude Birthday' button is highlighted with a red box.

