## My Account

KBPublisher provides a personal profile page which allows you to do the following:

- Update your profile information
- Enable multi-factor authentication
- Read new notifications
- Read articles that you added to your Favorites list
- Read articles that your Administrator set as must-read
- Subscribe to articles, news, and categories as well as unsubscribe from them
- Change your current password
- Delete your account

To open your profile page, perform these steps:

- Log in to the knowledgebase.
- In the top right corner, click the account icon, and then select **My Account**. You will see the **Home** page of your personal profile page:

Knowledge Base	Q	¢	Ð	٩	
Knowledgebase News Downloads Ask a Question					
KBPublisher / KB Home / My Account					
Home Profile Security Notifications Favorites Must Read	Sub	<u>scripti</u>	ons		
<ul> <li><u>Profile</u> Manage your account and contact details.</li> <li><u>Security</u> Update password, set up 2FA authentication, etc.</li> <li><u>Notifications</u> View your messages and notifications.</li> <li><u>Favorites</u> Manage your favorite list.</li> <li><u>Must Read</u> View your required reading list.</li> <li><u>Subscriptions</u> Manage your subscriptions.</li> </ul>					
Powered by KBPublisher (Knowledge base software)					2

The personal profile page consists of several sections that access you to its features listed above. The**Home** page provides brief information on what you can do in each section.

Article ID: 495 Last updated: 9 Feb, 2024 Updated by: Cherevko J. Revision: 1 KBPublisher 8.0 Knowledge Management Handbook -> Users -> My Account -> My Account https://www.kbpublisher.com/kb/entry/495/