


Personal data - Eigene Daten

Synopsis


In this section users can edit their personal data and change the used password as well.




Administration of your personal data

BASIC DATA **ACCESS DATA**  **4**

Please have in mind that the field "E-Mail" is used for authentication at the login. If you change data in this field you can only log in with the data you have entered here.

Address data

Roles/rights:	User, Administrator
Salutation:	Mr. 
Title:	<input type="text"/>
First name: *	Klaus
Surname: *	Schmidt
Phone:	<input type="text"/>
Fax:	<input type="text"/>
E-mail: *	service@cosinex.de

**1****Registration number****SAVE**  **3**

Screenshot: Übersicht Modul "Eigene Daten"

Actions

- [Edit personal data](#)
- [Passwort bearbeiten](#)

Edit personal data

menu: **Verwaltung › Eigene Daten**

1. Change your personal data (see number 1 [in screenshot "Übersicht Modul Eigene Daten"](#)).
Fields marked with an asterisk are mandatory. We kindly advise to be especially thorough when changing the e-mail address as it also serves as the login.
2. Click the "Speichern" button to save the data (see number 3 [in screenshot "Übersicht Modul Eigene Daten"](#)).

Passwort bearbeiten

menu: **Verwaltung › Benutzer**

1. To change a password click "Ich möchte mein Passwort ändern" (see number 4 [in screenshot "Übersicht Modul Eigene Daten"](#)).
2. First, the current password needs to be entered correctly (see number 1 [in screenshot "Passwort für den Systemzugang ändern"](#)).
3. Then enter the new password (see number 2 [in screenshot "Passwort für den Systemzugang ändern"](#)). Then verify the new password by re-entering it in the "Passwort bestätigen" field (see number 3 [in screenshot "Passwort für den Systemzugang ändern"](#)).
Different installations of the "Vergabemarktplatz" may ask for varying minimum requirements concerning password security. These requirements will be shown on the screen, if applicable.
4. Click the "Speichern" button to save the data (siehe [Markierung 4 in Screenshot "Passwort für den Systemzugang ändern"](#)).

Administration of your personal data

BASIC DATA

ACCESS DATA

Complete all fields to change your password. You can change your e-mail address at "Basic data".

Change password

Das neue Passwort muss mindestens 6 Zeichen lang sein.

E-mail: **service@cosinex.de**

Old password:

New password:

Confirm new password:

SAVE

Screenshot: Passwort für den Systemzugang ändern