

ITU User Account Update your Profile



Login

Enter your login [email](#) or username, and your [password](#), then click on [Log in](#).

Email *

Password *

[Forgot password?](#)

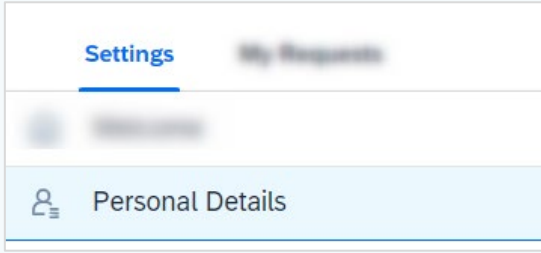
Log in

No ITU Account yet? Click [here](#) to create one

2 Personal Details

- a) Go to [Personal Details](#) under the [Settings](#) menu.
- b) Here you can [modify your personal details](#) except for the fields with a grey coloured background.
- c) Once you have modified your personal details, click on [Save](#).

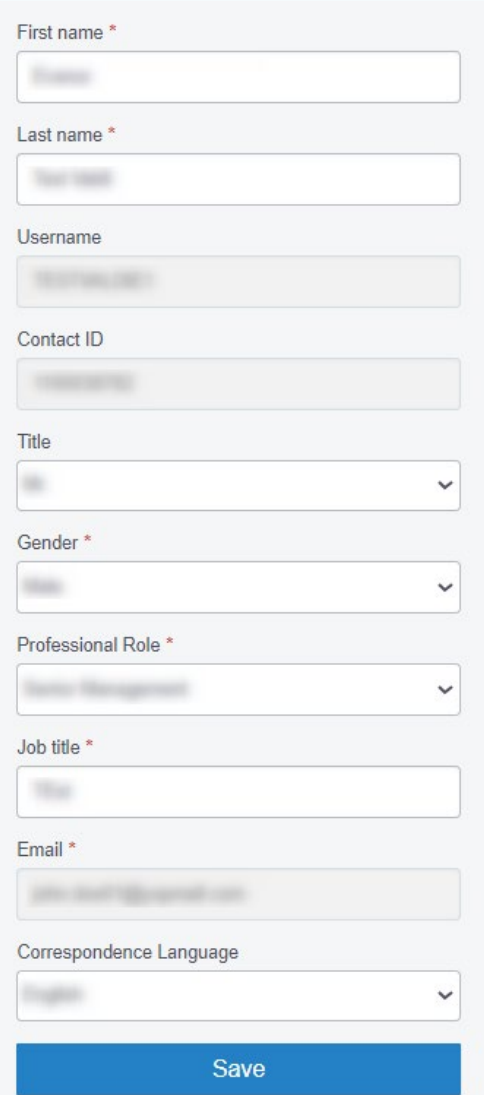
a)



Settings My Requests

Personal Details

b)



First name *

Last name *

Username

Contact ID

Title

Gender *

Professional Role *

Job title *

Email *

Correspondence Language

Save

c)

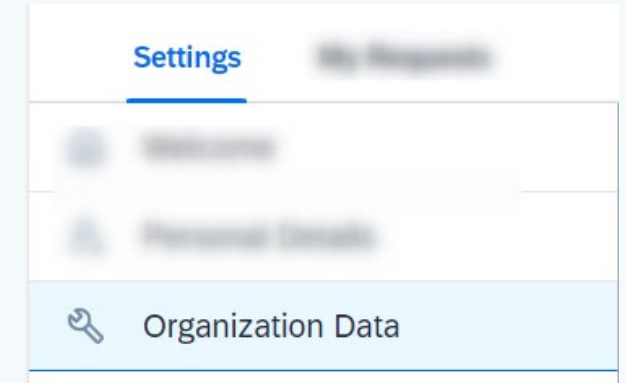
3 Organization data

a) Go to [Organization Data](#) under the [Settings](#) menu.



ITU Member's data cannot be edited by users.

If your organization is an active ITU member, the organization's data cannot be changed by the users. Contact the focal point in your organization.



4 Define a New Password

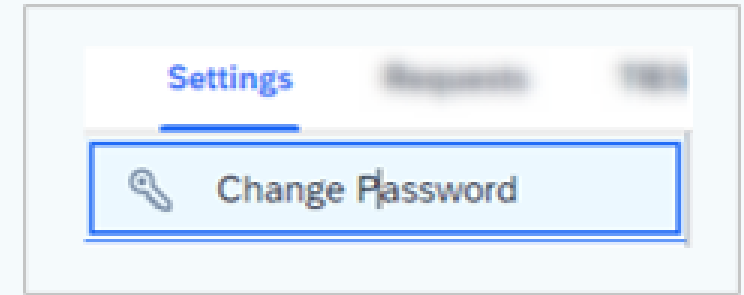
- Go to [Change Password](#) under the [Settings](#) menu.
- Enter the [current password](#), define a [New password](#), [confirm it](#), and click on [Submit](#).
- Your password has been successfully updated. Click on [OK](#).



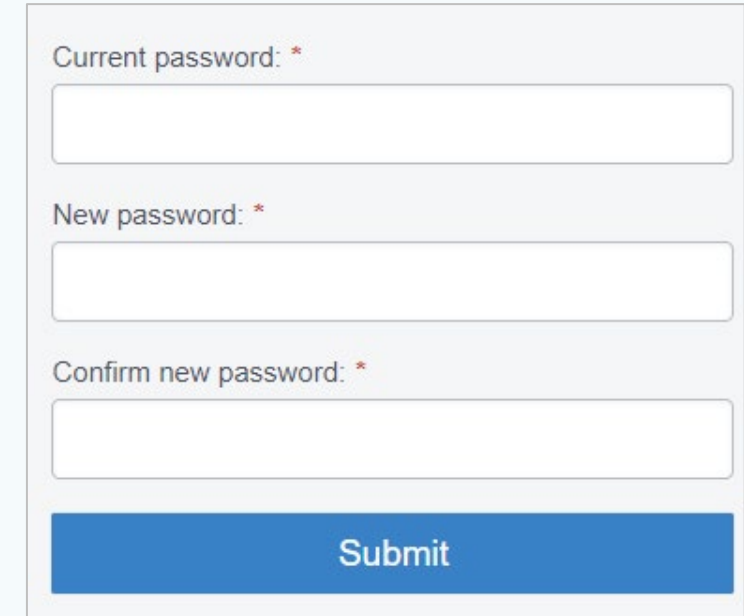
Your password must contain:

- ✓ At least 8 characters
- ✓ An uppercase letter
- ✓ A lowercase letter
- ✓ A number
- ✓ A special symbol

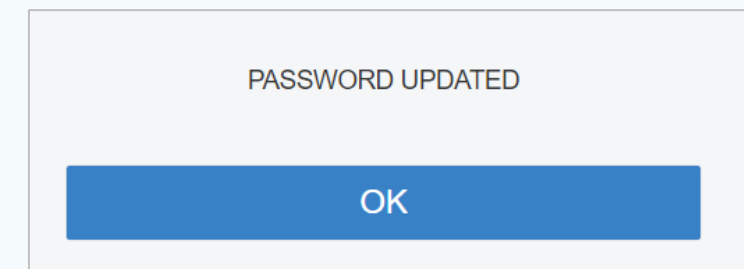
a)



b)

A screenshot of a 'Change Password' form. It contains three input fields: 'Current password: *', 'New password: *', and 'Confirm new password: *'. Below the fields is a blue 'Submit' button.

c)



5a Change Login email

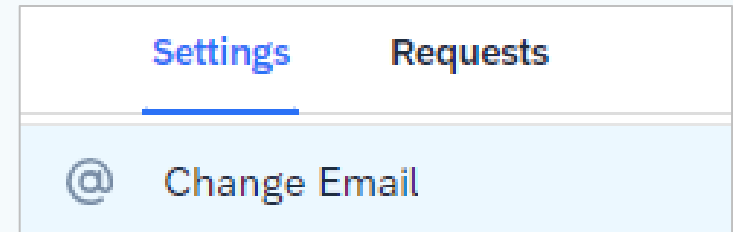
- a) Go to [Change Email](#) under the [Settings](#) menu.
- b) Provide the new email address and click on [Get The Code](#).



Email validation: Get the Code

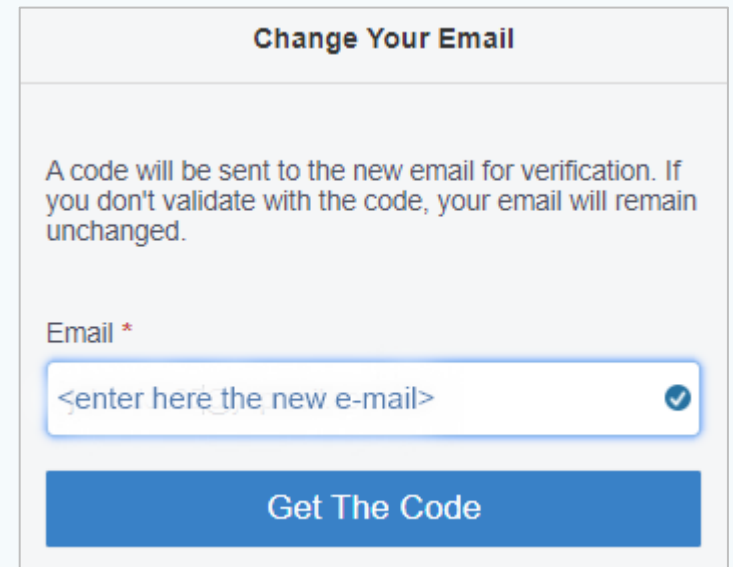
A validation code will be sent to the new email provided at this step. Go to your inbox.

a)



The screenshot shows a navigation bar with two tabs: 'Settings' and 'Requests'. The 'Settings' tab is active and underlined. Below the tabs, there is a list of settings options. The option '@ Change Email' is highlighted with a light blue background.

b)



The screenshot shows a form titled 'Change Your Email'. Below the title, there is a text block: 'A code will be sent to the new email for verification. If you don't validate with the code, your email will remain unchanged.' Below this text, there is a label 'Email *' followed by a text input field containing the placeholder text '<enter here the new e-mail>'. To the right of the input field is a blue checkmark icon. Below the input field is a blue button labeled 'Get The Code'.

5b Email Verification

A validation code was sent to your inbox at the new email address.

- a) Retrieve the validation code from your inbox.
- b) Enter the validation code in the indicated box and click on **Verify**.
- c) Click on **Save** to complete the process.

a)

Dear user,

You have started the process of creating or updating your ITU User Account.

This is an email validation step. In order to complete the process, please copy the code provided below into the field prompted in the ITU User Account page:

<Validation code here>

Best Regards,

ITU User Management Service

b)

Enter the code sent to your email
john.doe25@yopmail.com 

<enter the validation code here>

Verify

Didn't get the code? [Click Here](#)
[Back to profile details](#)

c)

Personal Details

Email *

<new email displayed here>

Save

Need Assistance?

Check the [FAQ](#), or
contact us at ServiceDesk@itu.int