

User Profile

My Profile

My profile

1

General settings

Username

sysadmin

First name

System

Last name

Administrator

Email

info@celonis.com

Company

2

☐ Enable getting started guide

3

High contrast

☐

3

Password

[Change password](#)

4

Language

☒ English

☐ German

☐ Dutch

☐ Russian

☐ Italian

☐ Spanish

☐ French

☐ Portuguese

5

Separators

Decimal separator

☐ Use language standard for decimal separators

-

Thousand separator

☐ Use language standard for thousand separators

-

Name mapping settings

☐ Display technical names

1. Set your general informations like your first name, last name, mail and company as well as read your username in the general settings area.
2. Enable or disable the getting started guide or the high contrast mode. The getting started guide will activate the help modals all over the application. High contrast mode will switch the color mode to black and white.
3. Reset your password
4. Set your profile language
5. Customize the data visualization to your likes. Choose the default comma and thousand separators and enable the technical names for tables in the analyses' data chooser.

User Profile

Test User

1

Username

TestUser

First name

Test

Last name

User

2

Password (at least 8 characters)

Enter a password to reset the users password

Confirm new password

Email

test@keineAhnung.de

3

Administrative Roles

☐ System Administrator

☐ Global content Administrator

☐ User Administrator

4

Account

☐ Lock account

Created by: Celonis Internal User Directory

5

[Manage authorizations](#)

6

[Delete user](#)

7

[User overview](#)

Cancel

Done

1. Change the users general informations like the first name, last name and mail in the input fields. The username can only be set on creation.
2. Change and confirm the new password of the user. On first login the user will have to set a new password.
3. Grant administrative roles to the user (see the [User Roles](#) section for more information).
4. Lock the user account. Accounts are automatically locked on repeated wrong password input. You can unlock them here.
5. Manage the user's authorizations
6. Delete the user.
7. Access the user overview. In the overview you will see the content the user currently has access to.