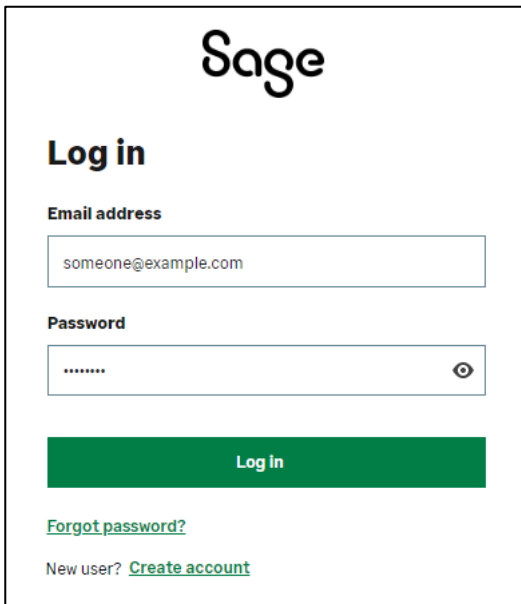


Changing my personal information

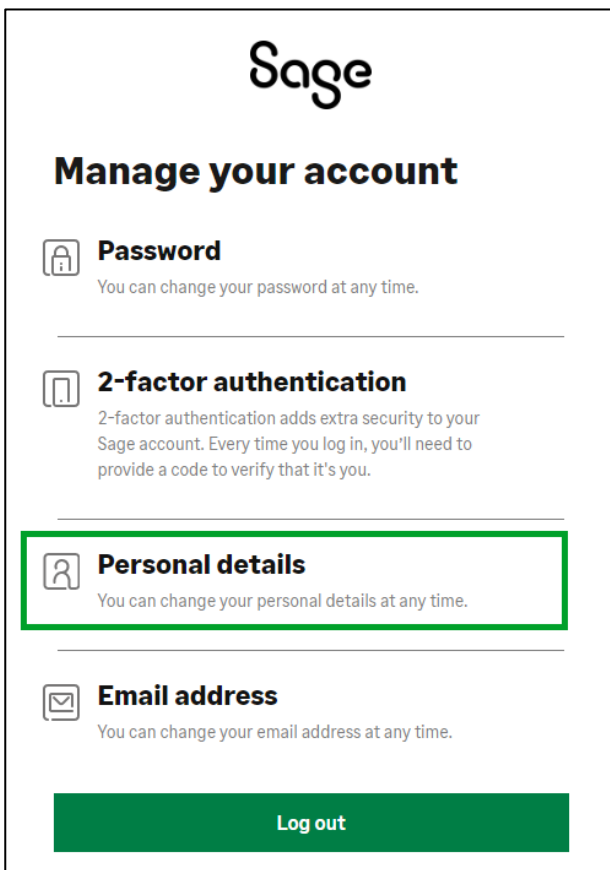
To change your personal information such as your name and surname, follow the steps below:

- Click [here](#) to access the **Manage your account** screen.
- On the **Log in** page, enter your **login credentials** (your registered Sage University email address and password) and click on **Log in**.



The screenshot shows the Sage Log in page. At the top is the Sage logo. Below it is the heading "Log in". There are two input fields: "Email address" with the text "someone@example.com" and "Password" with a masked password "....." and an eye icon. A green "Log in" button is below the fields. At the bottom, there are links for "Forgot password?" and "New user? Create account".

- The **Manage your account** screen will be displayed. Click on the **Personal details** option.



The screenshot shows the Sage Manage your account page. At the top is the Sage logo. Below it is the heading "Manage your account". There are four sections: "Password" (with a lock icon), "2-factor authentication" (with a mobile phone icon), "Personal details" (with a person icon and highlighted by a green border), and "Email address" (with an envelope icon). Each section has a brief description of what can be changed. At the bottom is a green "Log out" button.

- Make the necessary changes and click on **Submit**.

Sage

Personal details

You can change your details at any time. After selecting **submit**, you'll have to log in again.

First name

Last name

Language

English▼

Submit

Cancel

- The log in screen will display. **DO NOT log in.**
- In your browser, go to <https://sageu.com/logon>
- You will either be logged on automatically, or the login screen will display that you must log in again.
- Your details will be changed once logged in.

Sage

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