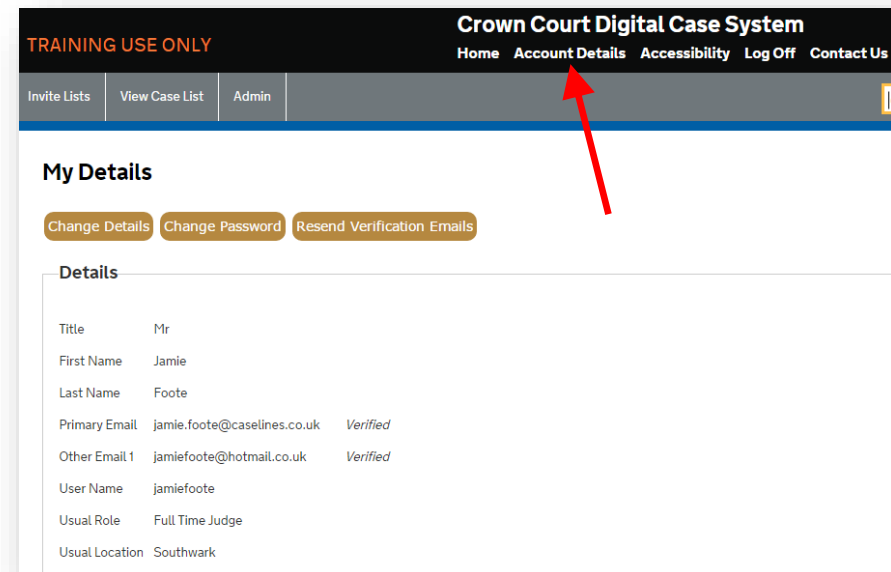


MANAGE ACCOUNT DETAILS

ACCOUNT DETAILS

Click **Account Details** in the menu at the top of the page in order to:

- Review account details
- Change account details
- Change password
- Resend verification emails



The screenshot shows the user interface of the Crown Court Digital Case System. At the top, there is a navigation bar with the text "TRAINING USE ONLY" on the left and "Crown Court Digital Case System" on the right. Below this, a secondary navigation bar contains links for "Home", "Account Details", "Accessibility", "Log Off", and "Contact Us". A red arrow points to the "Account Details" link. Below the navigation bar, there are three buttons: "Change Details", "Change Password", and "Resend Verification Emails". The main content area is titled "My Details" and contains a table of user information.

Details		
Title	Mr	
First Name	Jamie	
Last Name	Foote	
Primary Email	jamie.foote@caselines.co.uk	Verified
Other Email 1	jamiefoote@hotmail.co.uk	Verified
User Name	jamiefoote	
Usual Role	Full Time Judge	
Usual Location	Southwark	

CHANGE DETAILS

Click **Change Details** to change:

1. name
2. role
3. location

Additional email addresses and role notes such as your actual role title if it's not listed as one of the **Role** dropdown options can be added if needed.

Click **Save** to save details.

Change My Details

Details

Title	<input type="text" value="Mr"/>
1 First Name	<input type="text" value="Jamie"/>
Last Name	<input type="text" value="Foote"/>
Primary Email	jamie.foote@caselines.co.uk
User Name	jamiefoote
2 Role	<input type="text" value="Fee Paid Judge"/>
3 Location	<input type="text" value="Southwark (SW)"/>
Other Email 1	<input type="text"/>
Other Email 2	<input type="text"/>
Other Email 3	<input type="text"/>
Role Note	<input type="text"/>

CHANGE PASSWORD


From **Account Details**:

Click **Change Password**.

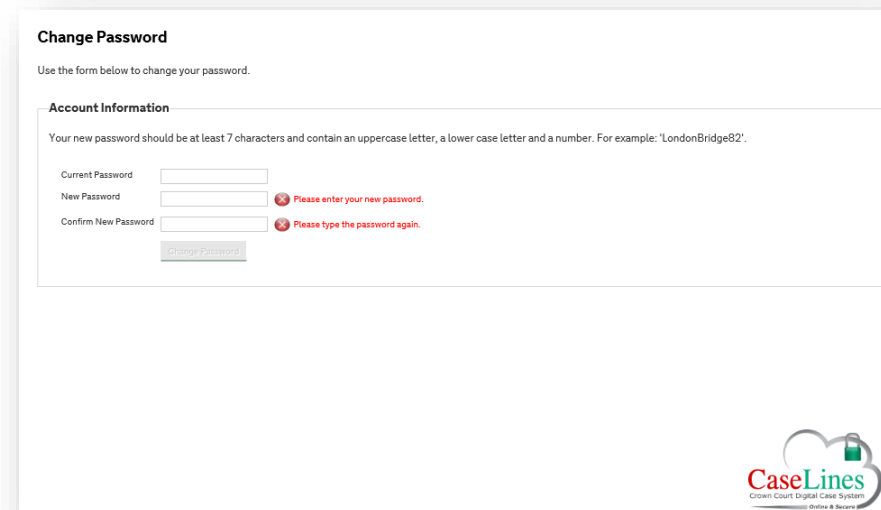
Type in current password.

Type in a new password in Confirm New Password box.

Click on the eye icon to view password and ensure it has been entered correctly.

 *Please be aware that password must be at least 7 characters long containing at least one upper case letter, one lower case letter and a number.*

Click **Change Password**.




Change Password


Use the form below to change your password.

Account Information

Your new password should be at least 7 characters and contain an uppercase letter, a lower case letter and a number. For example: 'LondonBridge82'.

Current Password:

New Password:  **Please enter your new password.**

Confirm New Password:  **Please type the password again.**

