

## Logging in – how can I modify my User Data?

By pressing *Settings* in the menu bar at the top of the Home Page you can access your user data. This enables you to modify your personal data, to select an English or German desktop and change your log-in.

The screenshot shows the 'User Data' settings page in the dpa•platform interface. The top navigation bar includes 'dpa Today', 'My Home Page', 'My Searches', 'My Folders', 'Settings', 'Extras', and 'Help'. A search bar is present with a dropdown for 'Search in news products' and 'Search in Events'. The left sidebar contains links for 'Preferred Products', 'Page Settings', 'Change Password', and 'User Data'. The main content area is titled 'User Data' and includes a note: 'You can modify your personal data here.' Below this, a warning states: 'A field that is bold, highlighted or marked with an \* is a required field.' The form contains the following fields: 'Salutation \*' (radio buttons for Mr and Ms), 'First Name \*' (text field with 'dpa-Plattform'), 'Last Name \*' (text field with 'Customer'), 'Street, No.' (text field), 'Postal Code' (text field), 'City' (text field), 'Phone' (text field), 'E-Mail \*' (text field with 'platform.aufraege@dpa.com'), 'Login Name \*' (text field with 'dpakunde'), and 'Language' (dropdown menu set to 'English'). A 'Save Now' button is at the bottom of the form.

You came across the following feature during your first log-in. To enhance the security of your data dpa recommends that you alter your password at regular intervals.

The screenshot shows the 'Change Password' settings page in the dpa•platform interface. The top navigation bar and search bar are identical to the previous screenshot. The left sidebar is also the same. The main content area is titled 'Change Password' and includes a 'Please note:' section: 'Use a secure password that contains at least 6 characters including upper and lower case letters as well as numbers and special characters.' Below this, a warning states: 'A field that is bold, highlighted or marked with an \* is a required field.' The form contains the following fields: 'Old Password \*' (password field), 'New Password \*' (password field), and 'Reenter Password \*' (password field). Below these fields is a 'Quality of the Password' indicator with three colored circles (red, yellow, green) and a 'Save Password' button.