



---

# CDA HUB WEB INTERFACE USER MANUAL

---

Exploring CDA HUB Web Interface

Table of Contents

- 1 Introduction.....3**
  - 1.1 Purpose of This Manual..... 3
- 2 Login & Access Control.....3**
  - 2.1 Login Page..... 3
- 3 Dashboard.....4**
  - 3.1 Understanding Your Dashboard.....4
- 4 Web Interface Components.....4**
  - 4.1 Header (Top Navigation Bar).....5
  - 4.2 Sidebar..... 5
- 5 Sidebar Sections..... 6**
  - 5.1 Dashboard Home..... 6
  - 5.2 Learning Section..... 6
    - 5.2.1 Learning Materials..... 7
    - 5.2.2 Learning Topics..... 9
    - 5.2.3 Nudges..... 10
    - 5.2.4 Question Bank..... 12
    - 5.2.5 Quizzes..... 13
    - 5.2.6 Certificates..... 15
  - 5.3 Training Management..... 16
  - 5.4 Directory (Admin Only)..... 16
    - 5.4.1 Organizations..... 17
- 6 Access Control (Admin Only)..... 20**
  - 6.1 User Management..... 20
  - 6.2 Roles..... 21
  - 6.3 Permissions..... 23
- 7 Notifications..... 25**
- 8 Reporting & Monitoring (Admin Only)..... 25**
  - 8.1 Reports..... 25
  - 8.2 Data Export (Admin Only)..... 26
  - 8.3 Feedback..... 26
  - 8.4 Downloads..... 27
- 9 Account Settings..... 29**
  - 9.1 Profile & Security..... 29

# 1 Introduction

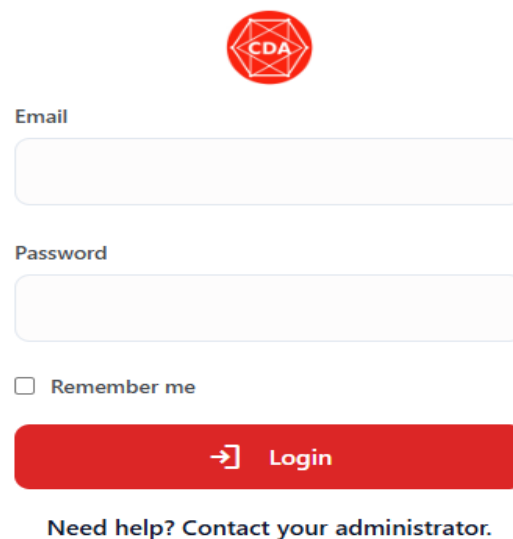
## 1.1 Purpose of This Manual

This manual provides clear guidance on how to use the Administrators and Trainers web dashboard. It explains available features, navigation, and role-based permissions to help users perform their tasks efficiently and understand differences between Admin and Trainers access. The manual serves as a single reference for onboarding, daily use, and basic troubleshooting.

## 2 Login & Access Control

### 2.1 Login Page

The login page is the entry point to the system. Users must authenticate to access the dashboard.



The login page features a red circular logo with a white geometric pattern and the letters 'CDA' in the center. Below the logo are two input fields: 'Email' and 'Password'. Under the 'Password' field is a checkbox labeled 'Remember me'. A prominent red button with a white right-pointing arrow and the text 'Login' is positioned below the checkbox. At the bottom of the form area, the text 'Need help? Contact your administrator.' is displayed.

*Figure 1. Login page*

### How to Log In

1. Enter your registered email or username
2. Enter your password
3. Click **Login**
4. On successful login you will be redirected to dashboard page

### Notes

- If credentials are incorrect, an error message is displayed
- Password recovery is available via **Forgot Password**

### 3 Dashboard

#### 3.1 Understanding Your Dashboard

The web dashboard is a centralized administrative interface designed to manage learning, training, users, access permissions, and system data. It provides role-based access to ensure that **Administrators** have full control over all features, while **Trainers** are limited to managing the **Learning** and **Training Management** sections relevant to their responsibilities.

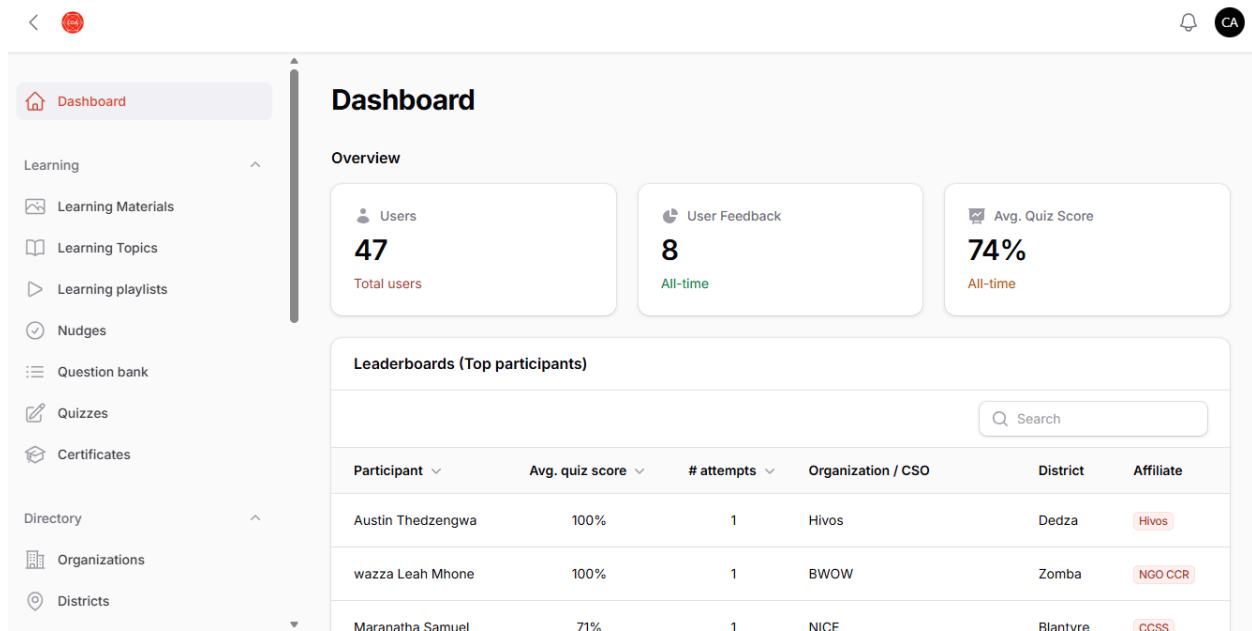


Figure 2. Admin dashboard home

The web dashboard is only available to

- Admins
- Trainers

**NB:** Participants are supposed to use the Mobile app (available on Google play store as **CDA HUB**)

### 4 Web Interface Components

The web interface is designed to provide clear navigation, role-based access, and efficient management of system functions. It consists of several key areas that help users interact with the dashboard effectively.

## 4.1 Header (Top Navigation Bar)

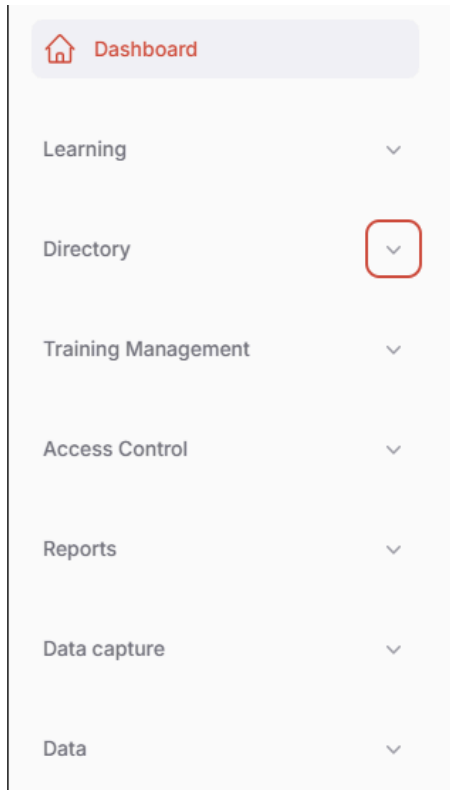
The header appears at the top of the screen and provides access to global actions and information. This may include the application logo, notifications, user profile options, and account-related settings such as logout.

## 4.2 Sidebar

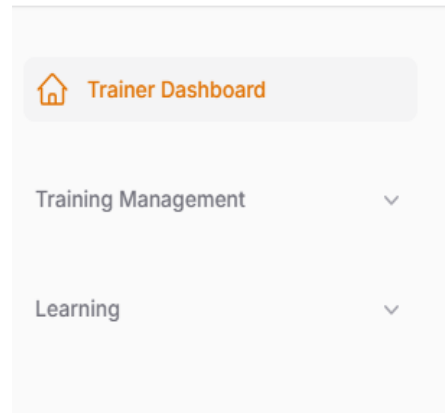
The sidebar navigation organizes the core administrative modules of the system. Each menu item grants access to specific tools and features for system configuration, user management, training administration, data handling, and reporting.

The Administrators have full control over all features, while Trainers are limited to managing the Learning and Training Management sections relevant to their responsibilities.

The figures 3 and 4 below show features available to Admins and trainers respectively.



*Figure 3. Admin side menu*



*Figure 4. Trainer side menu*

## 5 Sidebar Sections

### 5.1 Dashboard Home

The Dashboard Home is the main landing page of the web interface. It provides a summary view of key information, recent activity, and quick access to commonly used features. Administrators can view system-wide insights, while Managers see information related only to Learning and Training Management.

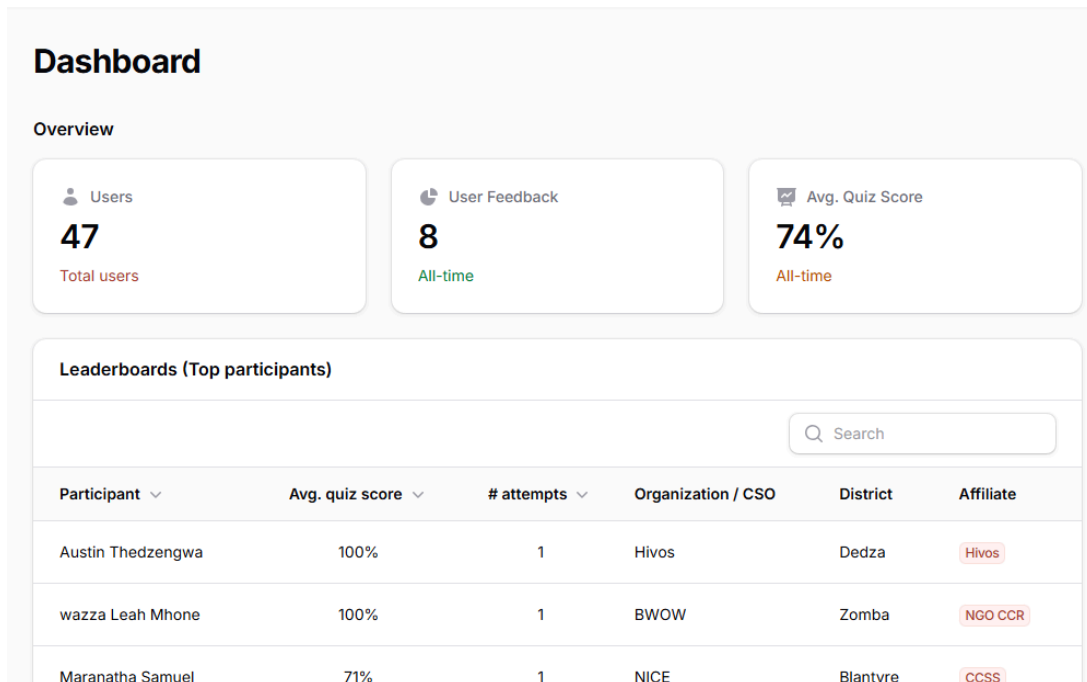
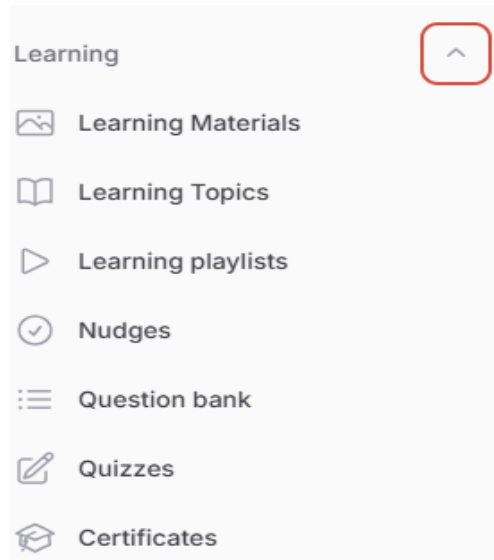


Figure 5. Dashboard page content

### 5.2 Learning Section

The Learning section allows administrators and Trainers to create, organize, and manage educational content and activities.

It includes tools for managing materials, quizzes, certifications, and learner engagement.



*Figure 6. Learning Menu*

### 5.2.1 Learning Materials

**Purpose:**

- Manage and upload various types of learning content such as documents, text content, and presentations.

**Functions:**

- Upload new learning materials
- Edit or remove existing materials
- Organize materials by topics or material type

**Supported Material Types**

- Text Content
- PDF Documents
- Images
- Videos

Learning Assets > List

## Learning Assets

New Learning Material

Search

No	Title	Type	Topic	Active	Created at
Topic: Cybersecurity Essentials					
1	What is Cybersecurity?	text	Cybersecurity Essentials	✓	1 month ago
2	Strong Passwords & Password Management	text	Cybersecurity Essentials	✓	1 month ago
3	Safe Browsing Practices	text	Cybersecurity Essentials	✓	1 month ago
4	Protecting Devices (Phones & Laptops)	text	Cybersecurity Essentials	✓	1 month ago
5	Recognizing Phishing & Scams	text	Cybersecurity Essentials	✓	1 month ago

Figure 7. List of learning materials

### How to add new material

- Click on “New learning material” button
- Enter the details about the learning material as shown on the image below

Learning Assets > Create

## Create Learning Asset

← Back

Topic:

Type:

Title:

Description:

Meta

Key	Value
↑↓	<input type="text"/>
Add row	

Order:

Is active

Figure 8. New material page

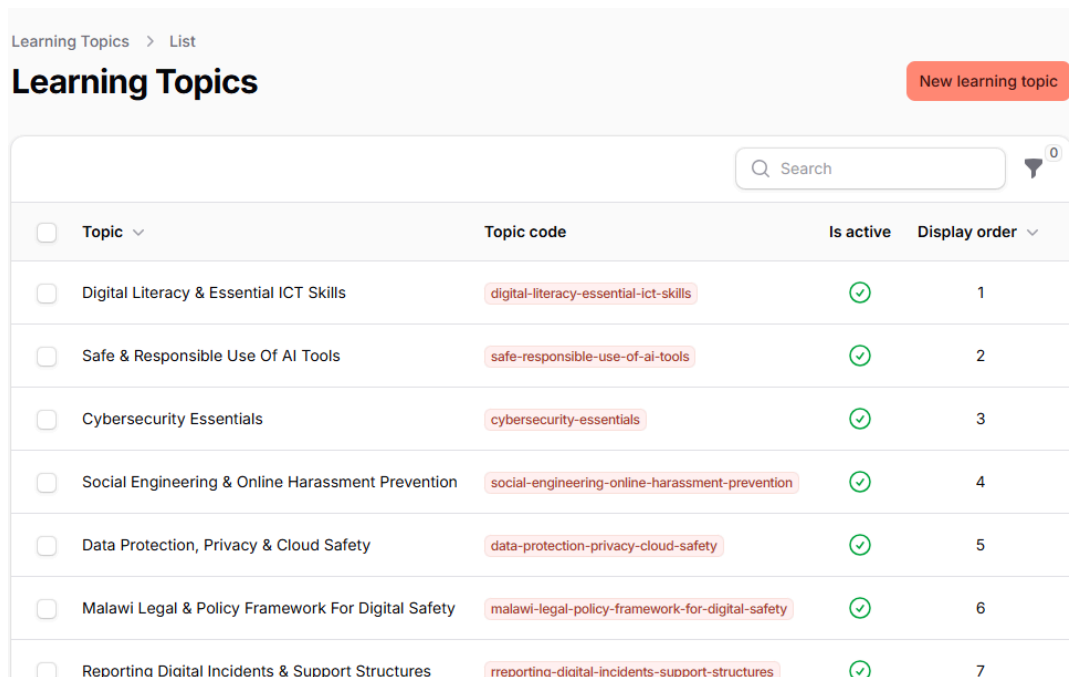
## 5.2.2 Learning Topics

### Purpose:

- Define and structure the topics that group learning materials and content.

### Functions:

- Create new topics for organizing materials
- Edit or delete topics
- Assign materials to specific topics



<input type="checkbox"/> Topic ▾	Topic code	Is active	Display order ▾
<input type="checkbox"/> Digital Literacy & Essential ICT Skills	digital-literacy-essential-ict-skills	✓	1
<input type="checkbox"/> Safe & Responsible Use Of AI Tools	safe-responsible-use-of-ai-tools	✓	2
<input type="checkbox"/> Cybersecurity Essentials	cybersecurity-essentials	✓	3
<input type="checkbox"/> Social Engineering & Online Harassment Prevention	social-engineering-online-harassment-prevention	✓	4
<input type="checkbox"/> Data Protection, Privacy & Cloud Safety	data-protection-privacy-cloud-safety	✓	5
<input type="checkbox"/> Malawi Legal & Policy Framework For Digital Safety	malawi-legal-policy-framework-for-digital-safety	✓	6
<input type="checkbox"/> Reporting Digital Incidents & Support Structures	rreporting-digital-incidents-support-structures	✓	7

Figure 9. List of learning topics

### How to add a new Learning

- Click on “New learning Topic” button
- Enter the details about the learning topic as shown on the image below

Learning Topics > Create

## Create Learning Topic

← Back

Topic title\*

Short description

Display order

0

Visible to learners?

Smaller numbers appear earlier in lists. Leave as 0 if you are not sure.

Create Create & create another Cancel

*Figure 10. Create learning topic page*

### 5.2.3 Nudges

**Purpose:**

- Send automated reminders or motivational messages to encourage learners to complete their learning activities.

**Functions:**

- Create new nudges with customized messages
- Schedule nudges for specific dates or learner actions
- Manage active and inactive nudges

Nudges > List

## Nudges

New nudge

Search

Nudge	Organization	Topic	Linked material	Due by
Topic: Cybersecurity Essentials				
Recognize Threats	Global	Cybersecurity Essentials	What is Cybersecurity?	
Stay Informed	Global	Cybersecurity Essentials	What is Cybersecurity?	
Promote Awareness	Global	Cybersecurity Essentials	What is Cybersecurity?	
Use Password Managers	Global	Cybersecurity Essentials	Strong Passwords & Password Management	
Rotate Passwords Regularly	Global	Cybersecurity Essentials	Strong Passwords & Password Management	
Avoid Reuse	Global	Cybersecurity Essentials	Strong Passwords & Password Management	

Figure 11. List of available Nudges

## How to add a New Nudge

- Click on “**New Nudge**” button
- Enter the details about the nudge as shown on the image below
- After filling all required details click “**Create**” to save the new nudge.

Nudges > Create

## Create Nudge

← Back

Organization

Global (All Organizations)

Topic\*

Select an option

Linked material (optional)

Select an option

Optionally link a learning material (pdf/video/link) that this nudge refers to.

Nudge title\*

Short description / instruction

Action URL (optional)

https://...

Due by

mm/dd/yyyy --:--:-- --

If provided, learners will be sent here when they act on the nudge.

Visible to learners?

Figure 12. Create Nudge page

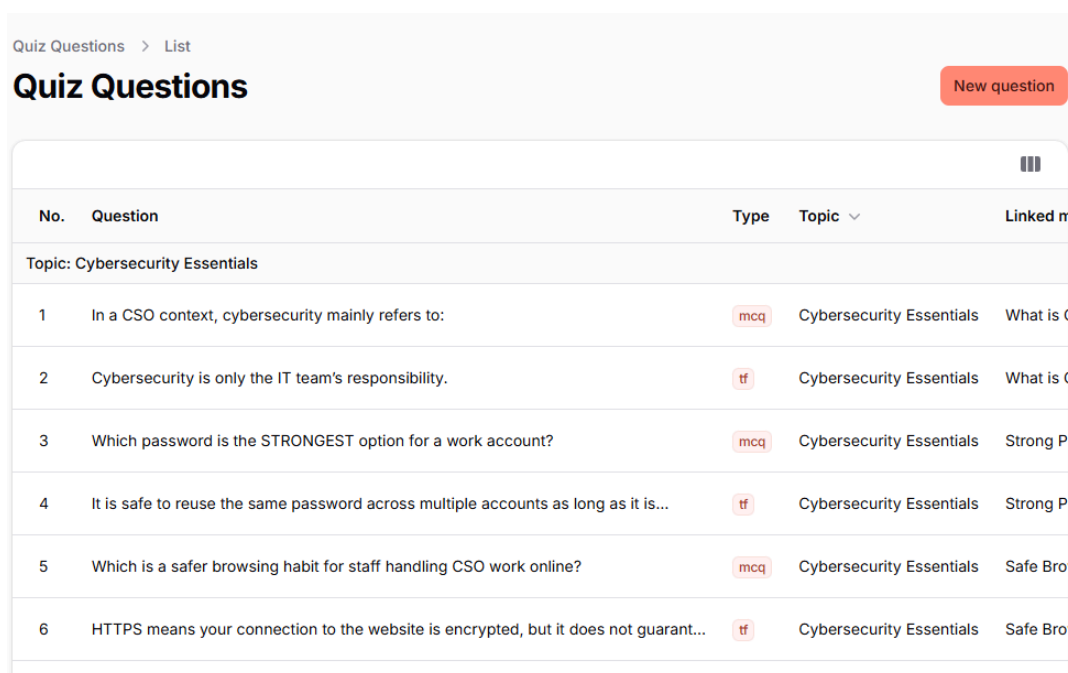
## 5.2.4 Question Bank

### Purpose:

- Store and manage a library of questions for quizzes and assessments.

### Functions:

- Add new questions (multiple choice, true/false, short answer)
- Edit or delete questions
- Categorize questions for easy retrieval
- Questions are grouped based on their topic



The screenshot shows a web interface for managing quiz questions. At the top, there is a breadcrumb 'Quiz Questions > List' and a 'New question' button. Below is a table with columns: No., Question, Type, Topic, and Linked n. The table is filtered by the topic 'Cybersecurity Essentials' and contains six rows of questions. The first row is a multiple choice question (mcq) about CSO context. The second is a true/false (tf) question about IT team responsibility. The third is a multiple choice question about password strength. The fourth is a true/false question about password reuse. The fifth is a multiple choice question about safe browsing habits. The sixth is a true/false question about HTTPS encryption.

No.	Question	Type	Topic	Linked n
Topic: Cybersecurity Essentials				
1	In a CSO context, cybersecurity mainly refers to:	mcq	Cybersecurity Essentials	What is C
2	Cybersecurity is only the IT team's responsibility.	tf	Cybersecurity Essentials	What is C
3	Which password is the STRONGEST option for a work account?	mcq	Cybersecurity Essentials	Strong P
4	It is safe to reuse the same password across multiple accounts as long as it is...	tf	Cybersecurity Essentials	Strong P
5	Which is a safer browsing habit for staff handling CSO work online?	mcq	Cybersecurity Essentials	Safe Bro
6	HTTPS means your connection to the website is encrypted, but it does not guarant...	tf	Cybersecurity Essentials	Safe Bro

Figure 13 . List of Questions in the Question bank

### How to add a New Question

- Click on “New Question” button
- Enter the details about the question as shown on the image below

### Required Question Details

- Question topic, which topic does the question belong
- Question type (Multiple Choice question, True or False)
- Question text, the actual question statement

- Question options answers, shown to Learner to show the correct answer
- Correct answer, to be used during marking
- Marks for that question

Quiz Questions > Create

## Create Quiz Question

← Back

**Topic\***  
Select an option

Which learning topic this question belongs to.

**Linked material (optional)**  
Select an option

Reference material (pdf / video / link) learners can review.

**Question type\***  
Multiple choice

**Question text\***

**Options (A, B, C, D...)**

Key	Label
↑↓ e.g. A	
Add option	

Use keys like A, B, C... Example: A ⇒ Paris, B ⇒ London

**Correct answer key\***  
e.g., A / True (case-insensitive)

**Marks / weight**  
1

**Display order (if using static ordering)**  
0

Figure 14. Create Question page

## 5.2.5 Quizzes

### Purpose:

- Create and manage quizzes to assess learner knowledge and progress.

### Functions:

- Build quizzes by selecting questions from the question bank
- Set quiz parameters (time limits, passing scores)
- Assign quizzes to learners or groups
- Review quiz results and analytics

Quizzes > List

## Quizzes

[New quiz](#)

ID	Quiz	Organization	Final?	Planned questions	Active	Created
27	Final Quiz	Global	✔	60	✔	1 month ago

Showing 1 result

Per page 10

*Figure 15. List of Quizzes*

### How to add a new Quiz

- Click on “**New Quiz**” button
- Enter the details about the learning topic as shown on the image below
- Add as many questions as you can.
- Click “**Create**” button to save the Quiz

### Required Quiz Details

- Organization
- Quiz title
- Time limit
- Pass mark (default is 70%)
- Topics to be used in forming quiz questions
- Total number of questions per topic

Quizzes > Create

## Create Quiz

Organization  
Global (All Organizations) ▼

Quiz title\*

Time limit  
1 hour × ▼  
Stored in seconds in the database.

Pass mark (%)  
70

Visible to participants?

Final quiz?  
Only final quizzes can unlock certificates. If you set this ON, other final quizzes for the same organization will be unset automatically.

Question selection rules

↑↓ 🗑️

Topic\*  
Select an option ▼

Available questions  
Select a topic

Number of questions  
5

Add to question selection rules

Define how many questions to pull from each topic (supports multi-topic final quizzes).

Create Create & create another Cancel

Figure 16. Create Quiz Page

## 5.2.6 Certificates

### Purpose:

- Manage certificates awarded upon successful completion of courses.
- The Certificate is only awarded to Learners after getting a minimum score of 70 in the final Assessment.

### Functions:

- Assign certificates to specific learning achievements
- Track issued certificates

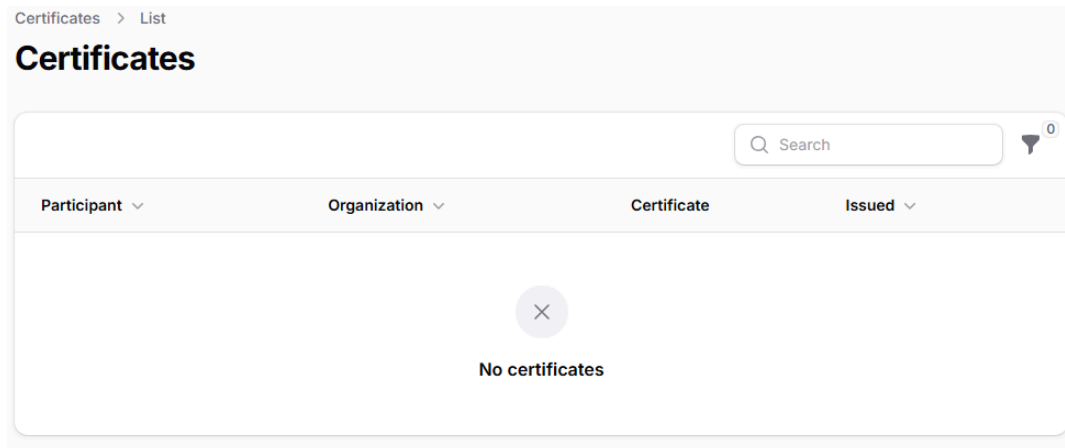


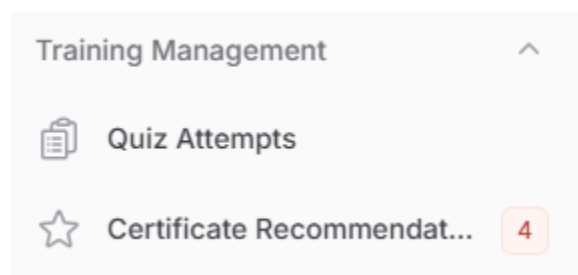
Figure 17. A list of Certificate

### 5.3 Training Management

Training Management helps administrators and trainers organize and oversee training programs, schedule sessions, enroll learners, and track training progress.

**Key Functions:**

- Create Training Sessions: Schedule new training events or courses.
- Enroll Learners: Assign users or groups to specific training sessions.
- Manage Attendance: Track who has attended or completed sessions.
- Certification Tracking: Monitor certifications related to training completion.
- Training Reports: Access reports on training progress and completion rates.

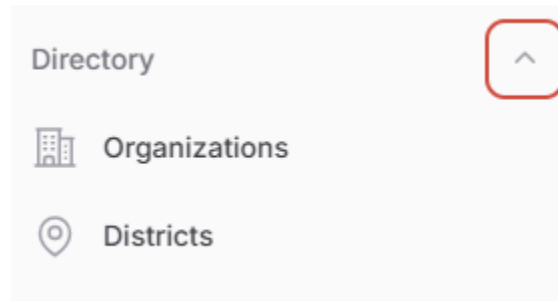


### 5.4 Directory (Admin Only)

The Directory is the centralized location for managing Organizations and districts across Malawi. This Functionality is available to Administrators only.

**Key Functions:**

- Add/Edit/Delete Organizations.
- Add/Edit/Delete Districts
- Search and Filter: Quickly find organizations and districts using filters and search options.



### 5.4.1 Organizations

#### **Purpose**

- Allows administrators to manage organizations (add, edit, delete)
- You can also search an organization based on their name e.g. “Hivos”

#### **Adding and Editing Organization**

- To edit or delete an organization just click on the buttons available on each organization as shown on the

#### **NB:**

- Deleting organizations can also delete users who belongs to those organizations

Organizations > List

## Organizations

Import organizations + Create organization

Search

Id	Organisation	Affiliation	District(s)	Created	
1	NGO CCR		Lilongwe, Mzuzu, Blantyre	Oct 22, 2025	Edit Delete
2	CCSS		Nkhotakota, Mangochi	Oct 22, 2025	Edit Delete
3	Zinthu Women club	CCSS	Blantyre	Nov 21, 2025	Edit Delete
4	Others	Independent		Nov 26, 2025	Edit Delete
5	YCD	NGO CCR	Lilongwe	Dec 2, 2025	Edit Delete
7	Hivos	Hivos	Lilongwe	Dec 2, 2025	Edit Delete

Figure 18. List of Organizations

### How to add an organization

- Click on “New Organization” button
- Enter the details about the organization as shown on the image below

Organizations > Create

## Create Organization

← Back

Organisation / CSO\*

Affiliation

Select an option

District(s)

Select an option

Select the district(s) where this organisation operates.

Create Create & create another Cancel

For most CSOs pick CCSS or NGO CCR. Use "Hivos" for the Hivos affiliate itself and "None / Independent" for parent / independent orgs.

Figure 19. Create organization page

### Districts

#### Purpose

- Allows administrators to manage districts (add, edit, delete)

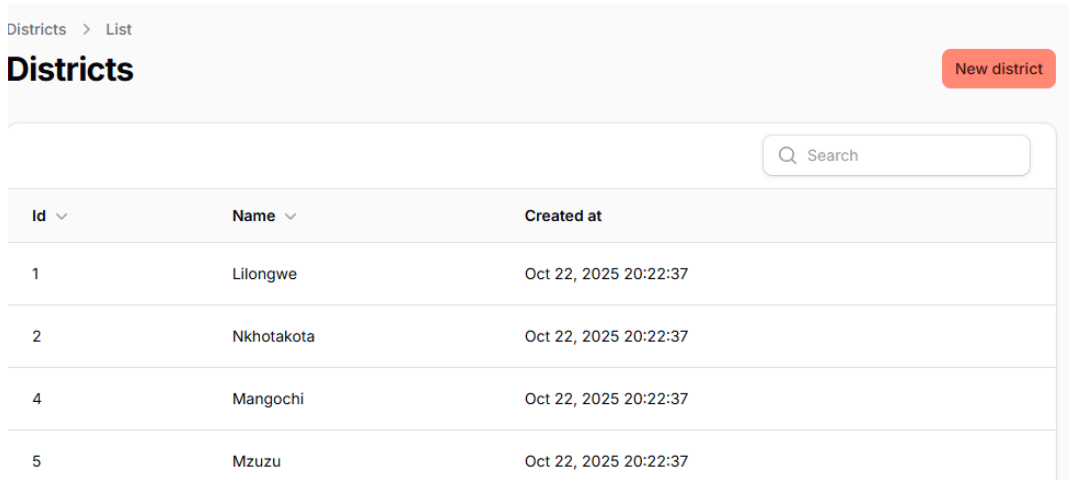
- You can also search a district based on name e.g. “Blantyre”

### Deleting and Editing District

- To edit or delete a district just click on the buttons available on each district as shown on the

### NB:

- Deleting districts can also delete users who belong to those districts.



Districts > List

## Districts

New district

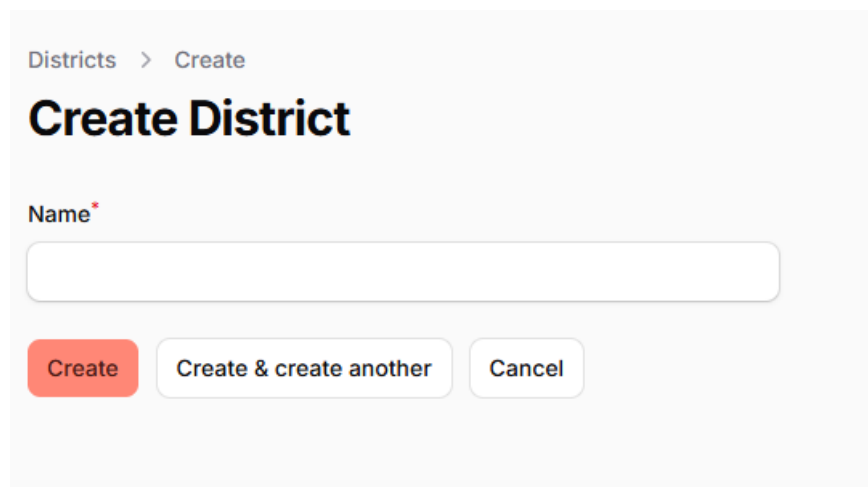
Search

Id	Name	Created at
1	Lilongwe	Oct 22, 2025 20:22:37
2	Nkhotakota	Oct 22, 2025 20:22:37
4	Mangochi	Oct 22, 2025 20:22:37
5	Mzuzu	Oct 22, 2025 20:22:37

Figure 20. List of Districts

### How to add a District

- Click on “New District” button
- Enter the details about the district as shown on the image below



Districts > Create

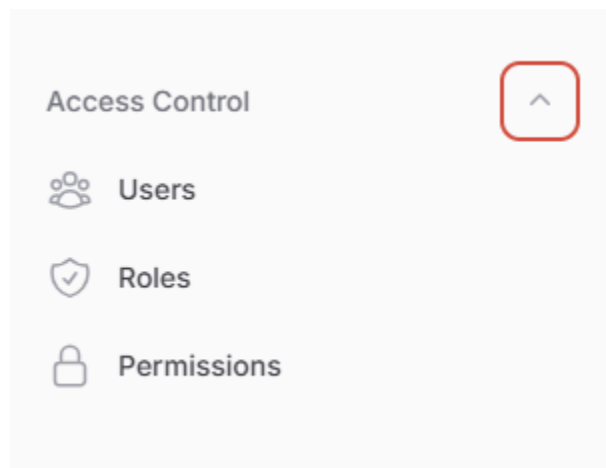
## Create District

Name\*

Create Create & create another Cancel

## 6 Access Control (Admin Only)

The Access Control section allows Administrators to manage users, permissions and system roles. Administrators can define roles, assign access rights, and control which users or groups can view or modify specific features or data within the application.



### 6.1 User Management

This feature allows Admins to manage system users.

The User Management page allows Admins to view, add, edit, deactivate, and delete system users.

#### Available Actions

- Add new users
- Edit existing users
- Activate or deactivate users
- Delete users

#### How to Add a User

1. Click **New User**
2. Enter name, email, password
3. Assign them a role (admin, Participant, Trainer)
4. Choose their district and organization they belong

5. Click **Create button** to persistently save their details

### Warning

- Deleted users lose access immediately
- The new user appears in the user list and receives an email invitation

Users > Create

## Create User

← Back

Full name\*

Email\*

Password

Affiliate\*

District

Organization / CSO

Roles

Create Create & create another Cancel

Figure 21. Create user's page

## 6.2 Roles

### Purpose:

- This section allows Administrators to manage roles (types of users) of the system.

### Access

- Sidebar → Access control → Roles

### Available Actions

- Add new role
- Edit existing role
- Activate or deactivate roles
- Delete roles

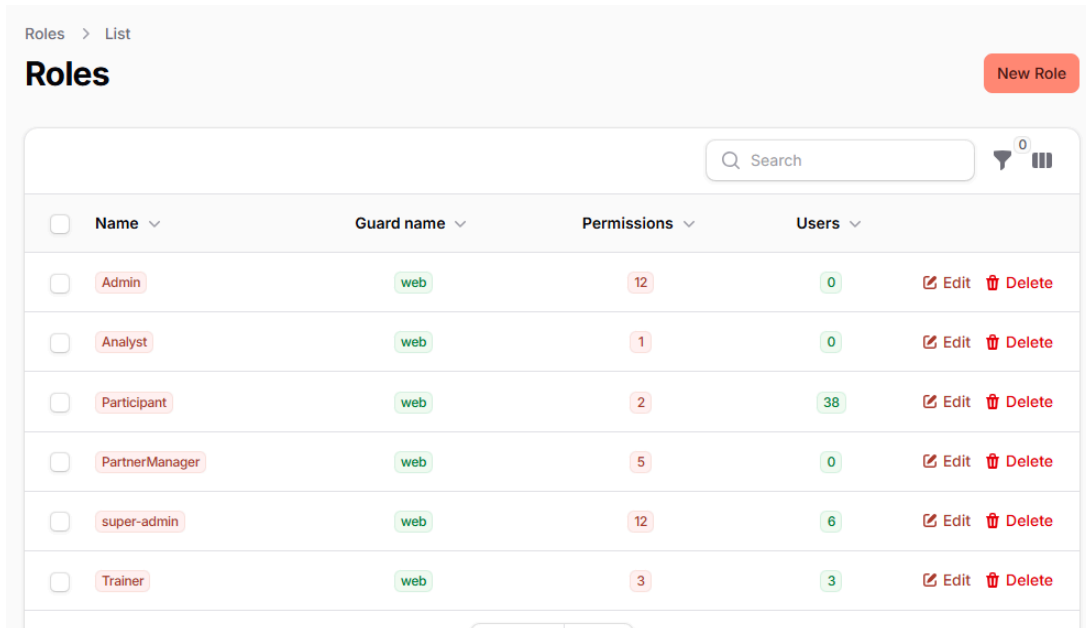
- Assigning permissions to roles

### Deleting and Editing Roles

- To edit or delete a role just click on the buttons available on each role as shown on the image below

### NB:

- Deleting roles can also delete users who belong to those roles.



<input type="checkbox"/>	Name ▾	Guard name ▾	Permissions ▾	Users ▾	
<input type="checkbox"/>	Admin	web	12	0	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Analyst	web	1	0	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Participant	web	2	38	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	PartnerManager	web	5	0	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	super-admin	web	12	6	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/>	Trainer	web	3	3	<a href="#">Edit</a> <a href="#">Delete</a>

Figure 22. List of Roles page

### How to add a Role

- Click on “**New Role**” button
- Enter the role name (i.e. Trainer) and assign it’s it some permissions as shown on the image below

Figure 23. Create Roles page

## 6.3 Permissions

### Purpose:

- This section allows Administrators to manage permissions (types of operations users can do) of the system.
- Search for permissions

### Access

- Sidebar → Access control → Permissions

### Available Actions

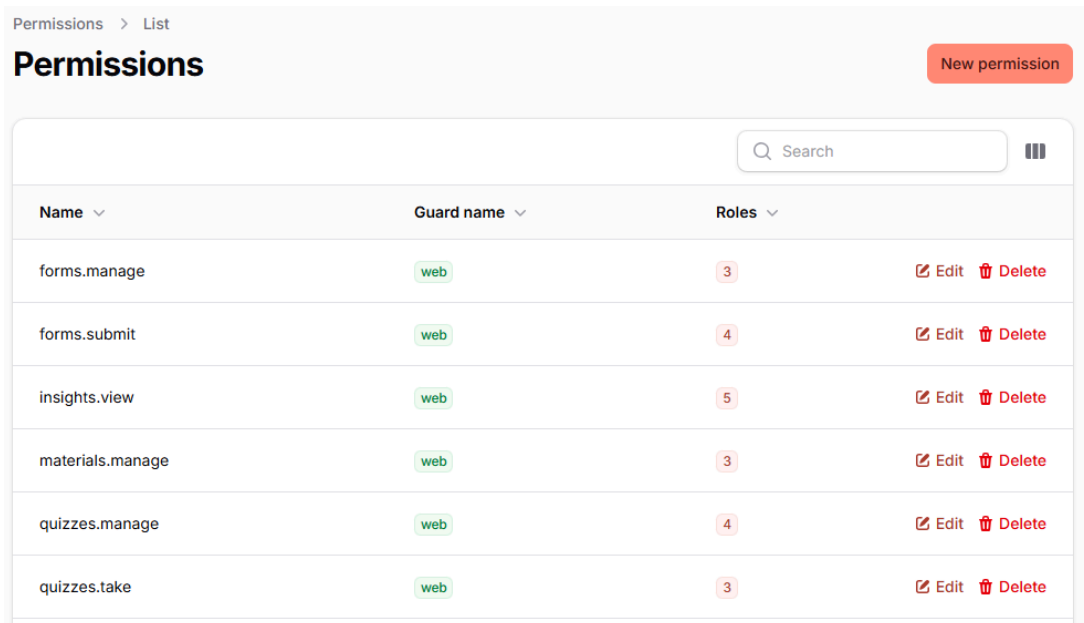
- Add, Edit, Delete Permissions
- Activate or deactivate Permissions
- Assigning roles to permissions

### Deleting and Editing Roles

- To edit or delete a permission just click on the buttons available on each permission as shown on the image below

### NB:

- Deleting permissions can also delete users and roles that belong to those permissions.

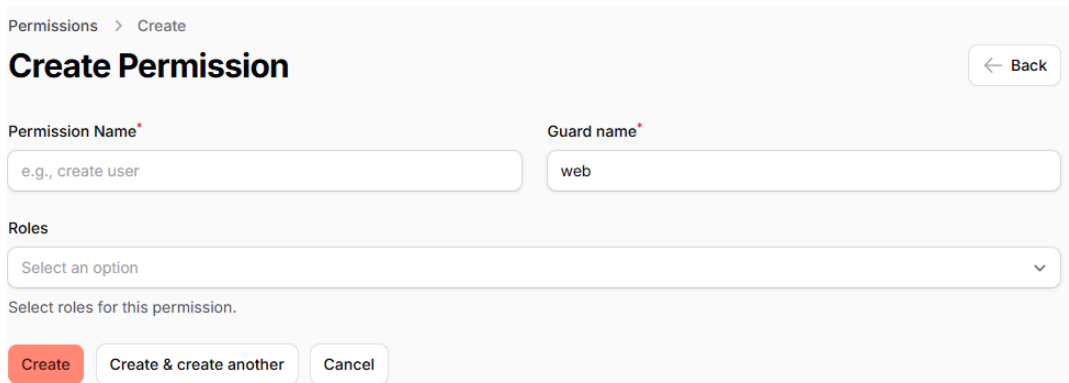


Name	Guard name	Roles	
forms.manage	web	3	Edit Delete
forms.submit	web	4	Edit Delete
insights.view	web	5	Edit Delete
materials.manage	web	3	Edit Delete
quizzes.manage	web	4	Edit Delete
quizzes.take	web	3	Edit Delete

Figure 24. List of permissions

## How to add a permission

- Click on “**New Permission**” button
- Enter the permission name (i.e. create-users) and assign it’s it some roles as shown on the image below
- Click “Create” to save the permission alongside its date



Permissions > Create

### Create Permission

← Back

Permission Name\*

Guard name\*

Roles

Select roles for this permission.

Create Create & create another Cancel

Figure 25. Create permissions

## 7 Notifications

Notifications inform users of system events and updates.

### Access

- Top Navigation → Notifications icon

### How to Use

- View recent notifications
- Mark notifications as read

## 8 Reporting & Monitoring (Admin Only)

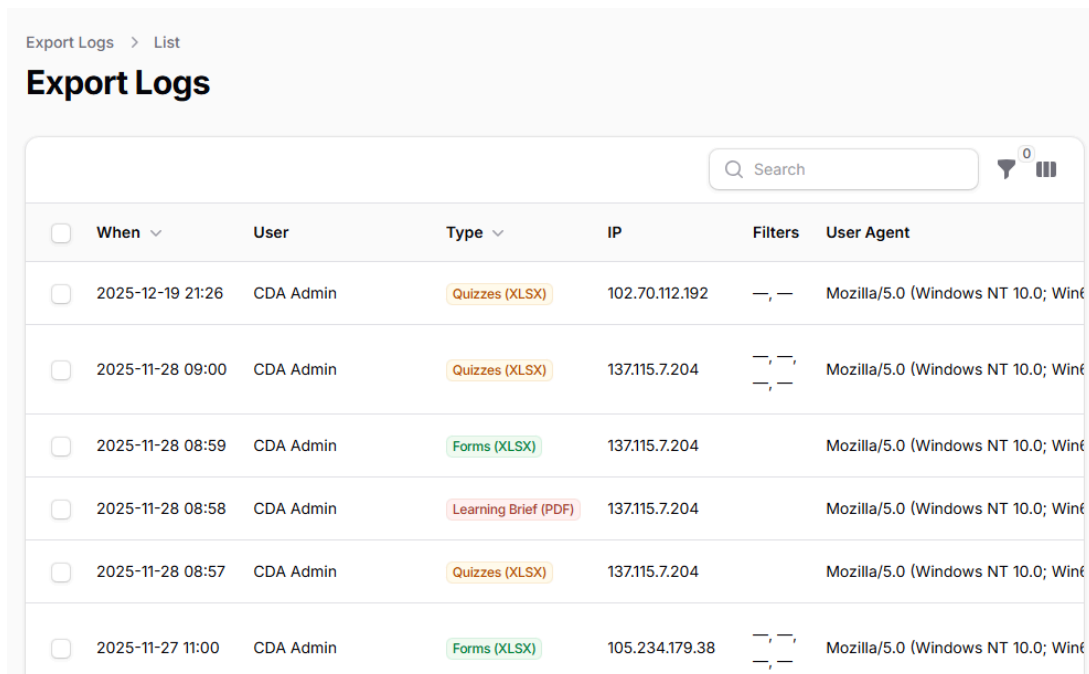
### 8.1 Reports

Allows administrators to track exports of data (who exported and what was exported and when).

Data exports are available on the Dashboard homepage of the administrator.

### Access

- Sidebar → Reports → Export Logs



The screenshot shows the 'Export Logs' page with a search bar and a table of export records. The table has columns for 'When', 'User', 'Type', 'IP', 'Filters', and 'User Agent'. Each row represents an export event with a checkbox for selection.

<input type="checkbox"/>	When	User	Type	IP	Filters	User Agent
<input type="checkbox"/>	2025-12-19 21:26	CDA Admin	Quizzes (XLSX)	102.70.112.192	—, —	Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:109.0) Gecko/20100101 Firefox/109.0
<input type="checkbox"/>	2025-11-28 09:00	CDA Admin	Quizzes (XLSX)	137.115.7.204	—, —, —, —	Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:109.0) Gecko/20100101 Firefox/109.0
<input type="checkbox"/>	2025-11-28 08:59	CDA Admin	Forms (XLSX)	137.115.7.204		Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:109.0) Gecko/20100101 Firefox/109.0
<input type="checkbox"/>	2025-11-28 08:58	CDA Admin	Learning Brief (PDF)	137.115.7.204		Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:109.0) Gecko/20100101 Firefox/109.0
<input type="checkbox"/>	2025-11-28 08:57	CDA Admin	Quizzes (XLSX)	137.115.7.204		Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:109.0) Gecko/20100101 Firefox/109.0
<input type="checkbox"/>	2025-11-27 11:00	CDA Admin	Forms (XLSX)	105.234.179.38	—, —, —, —	Mozilla/5.0 (Windows NT 10.0; Win64; x64; rv:109.0) Gecko/20100101 Firefox/109.0

Figure 26. Export Logs

## 8.2 Data Export (Admin Only)

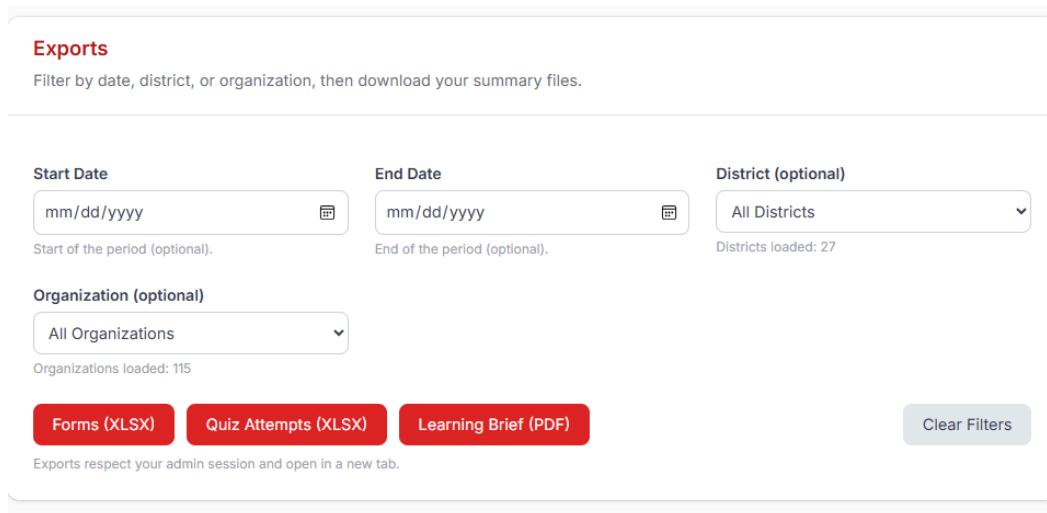
- The Data Export screen enables Administrators to export Quiz attempts and Survey form responses

### Access

- Dashboard → Export

### How to export Data

- Choose Start and End Date
- Select District and organization
- Click On the item to be exported (can be Quiz attempts, Survey forms)



**Exports**  
Filter by date, district, or organization, then download your summary files.

**Start Date**  
mm/dd/yyyy  
Start of the period (optional).

**End Date**  
mm/dd/yyyy  
End of the period (optional).

**District (optional)**  
All Districts  
Districts loaded: 27

**Organization (optional)**  
All Organizations  
Organizations loaded: 115

**Forms (XLSX)** **Quiz Attempts (XLSX)** **Learning Brief (PDF)** **Clear Filters**

Exports respect your admin session and open in a new tab.

*Figure 27. Exporting system data*

## 8.3 Feedback

Allows administrators to view the summary of responses submitted by applications users, the responses are about the Training evaluation

### Access

- Sidebar → Data capture → Feedback

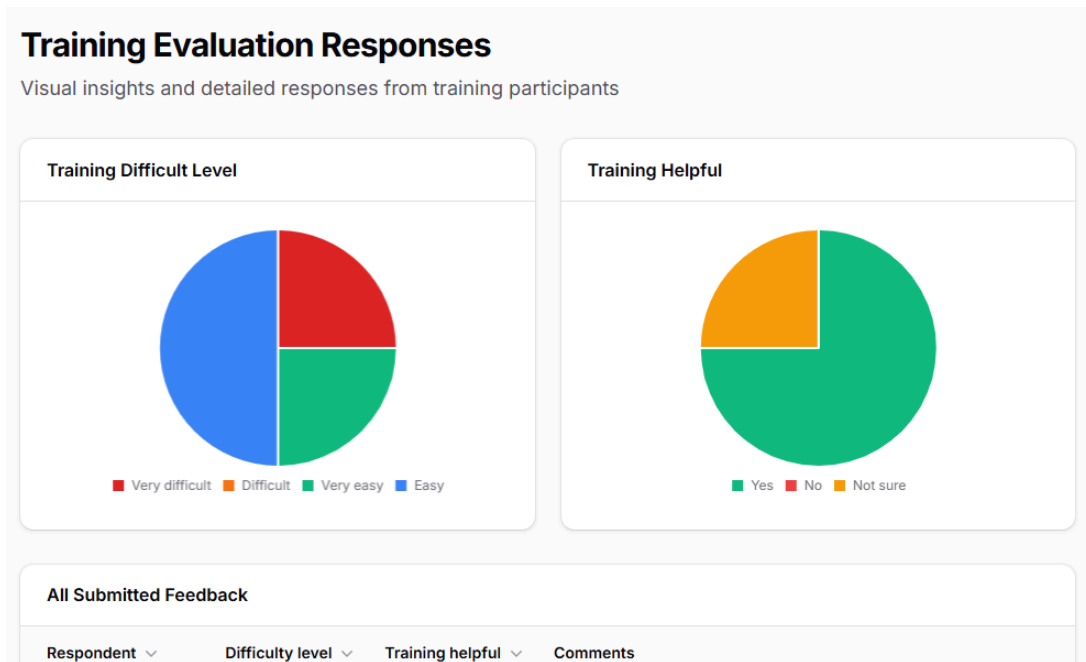


Figure 28. Feedback page

## 8.4 Downloads

Allows the administrator to add PDF files accessible to other users, and users can download those files.

### Access

- Sidebar → Data → Downloads

### Key Functions

- Add, Edit and Delete Download files
- Search existing files
- Filtering download files

Downloads > List

## Downloads

New download

+ Create download

Search

Name	Category	Is active	Org	Size	Updated	
Data Protection Act (Malawi)--SandBox	Law-sandbox	✓	CCSS	188.8 KB	1 month ago	Edit Delete
e-Government Interoperability Framework	Framework	✓			2 months ago	Edit Delete
CERT-MW Incident Reporting Guidelines	Guideline	✓			2 months ago	Edit Delete
National Cyber Security Strategy	Strategy	✓			2 months ago	Edit Delete
National ICT Policy	Policy	✓			2 months ago	Edit Delete

Figure 29. List of downloads

### How to add a new download

- Click on “**New Download**” button
- Enter the download filename and Description
- Choose organization, Category
- Upload the file
- Click “Create” to save the download

Downloads > Create

## Create Download

Organization:

Name\*:

Category:

Description:

PDF file\*:

Is active

Meta: —

Figure 30. Create Downloads Page

## 9 Account Settings

### 9.1 Profile & Security

- Users can manage their own account information.
- The Profile & Security page allows users to manage their personal information and account security settings.

#### Access

- Top Navigation → Profile

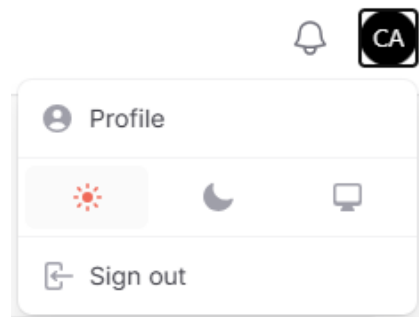


Figure 31. Profile Menu

#### Available Actions

- Update personal details
- Change password
- Enable two-factor authentication (if available)

## Profile

Name\*

Email address\*

New password

*Figure 32. Change user profile*