

## **About Local Administrator Login Profiles**

Your Local Administrator Profile lets you set the properties for your LAD Administrator Account.

### **Set Contact Information**

You can set contact information to let users contact you with questions or problems while using ProQuest. The contact information will be visible to users if you have remote access enabled and the user authentication fails.

To change this information:

- 1 Make sure you are on the **LAD Login Profiles, Primary Local Administrator Profile** page:
  - Click the **LAD Login Profiles** tab, and make sure the **Primary Local Administrator Profile** tab is selected.
  - Or, select **Change Your LAD Admin Password** from the Quick Picks menu.
- 2 In the **Contact Information** section, enter or edit your contact information
- 3 Click **Save**.

## **Change Account Password**

- 1 Make sure you are on the **LAD Login Profiles, Primary Local Administrator Profile** page:
  - Click the **LAD Login Profiles** tab, and make sure the **Primary Local Administrator Profile** tab is selected.
  - Or, select **Change Your LAD Admin Password** from the Quick Picks menu.
- 2 In the **Change Password** section, enter your current password in the **Current password** box.
- 3 Enter your new password in the **New password** box.
- 4 Re-enter the password in the **Confirm new password** box.
- 5 Click **Save**.