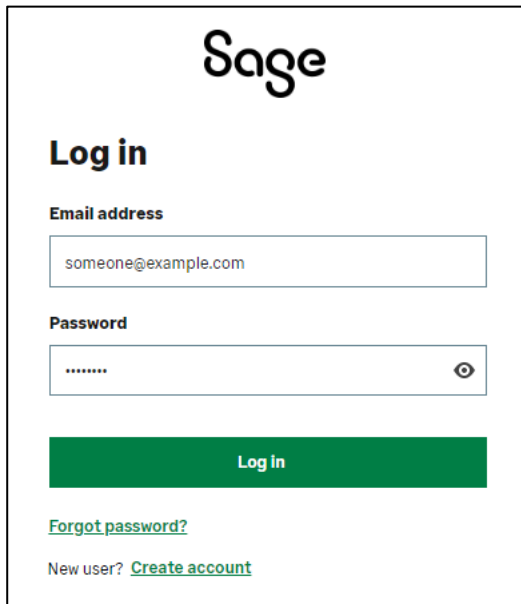


Changing my personal information

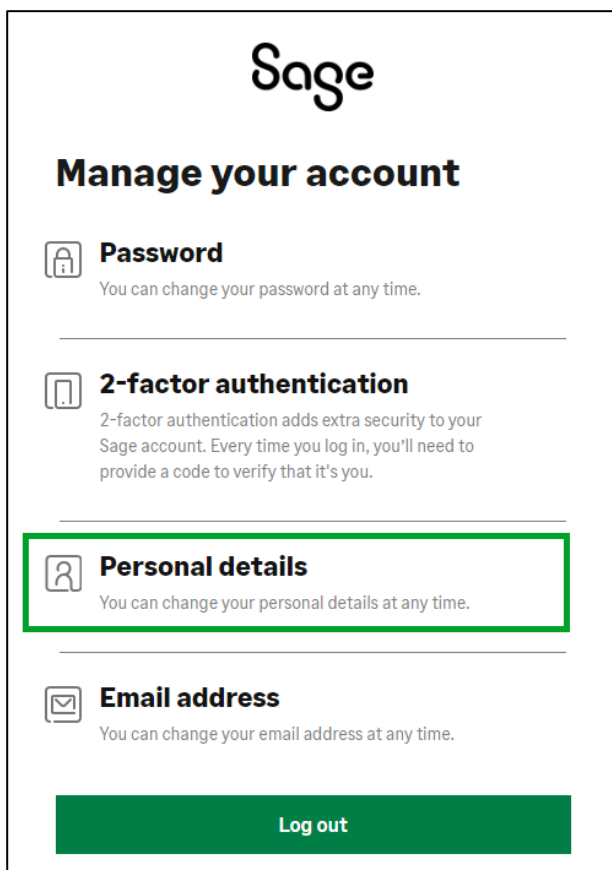
To change your personal information such as your name and surname, follow the steps below:

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



The image shows the Sage Log in screen. 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 masked characters "*****". To the right of the password field is an eye icon. Below the fields is a green "Log in" button. At the bottom, there are two links: "Forgot password?" and "New user? Create account".

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



The image shows the Sage Manage your account screen. At the top is the Sage logo. Below it is the heading "Manage your account". There are four sections, each with an icon and a title: "Password" (lock icon), "2-factor authentication" (phone icon), "Personal details" (person icon), and "Email address" (envelope icon). Each section has a description: "You can change your password at any time.", "2-factor authentication adds extra security to your Sage account. Every time you log in, you'll need to provide a code to verify that it's you.", "You can change your personal details at any time.", and "You can change your email address at any time." The "Personal details" section is highlighted with a green border. 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.

Questions

Email: SageUniversityTraining@sage.co.za

View our [FAQs](#)



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