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# Your Account Settings in *FacultyEnlight*

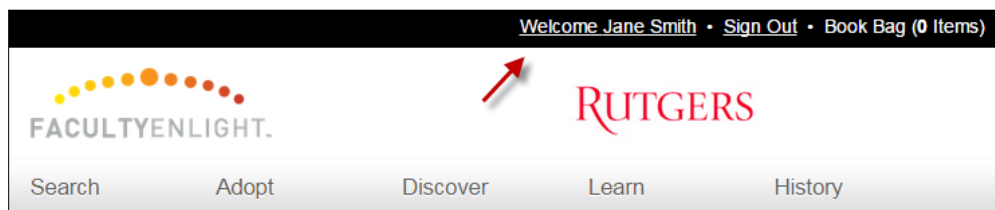
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FacultyEnlight users are easily able to edit their account by going to their [Account Settings](#).

- 1) [How to Edit Your Password or Email](#)
- 2) [How to Edit Your Campuses](#)
- 3) [How to Add Additional Email Addresses](#)

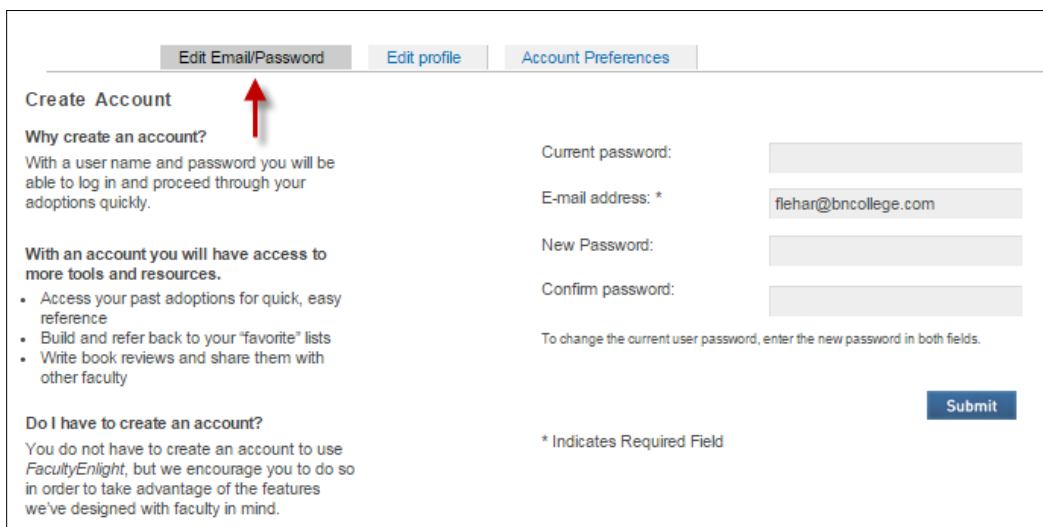
## How to Edit Your Account Information

1. Log on to your *FacultyEnlight* account. Then click the welcome message at the top of the page to go to your account settings.



## How to Edit Your Password or Email

1. Once in your account settings go to the [Edit Email/Password](#) tab.
2. To edit your password, simply enter your current password and then enter the new password and confirm this. Then hit Submit.
3. To edit your email, enter your current password and the new email you wish to use. Then hit Submit



[Edit Email/Password](#) | [Edit profile](#) | [Account Preferences](#)

**Create Account**

**Why create an account?**

With a user name and password you will be able to log in and proceed through your adoptions quickly.

**With an account you will have access to more tools and resources.**

- Access your past adoptions for quick, easy reference
- Build and refer back to your "favorite" lists
- Write book reviews and share them with other faculty

**Do I have to create an account?**

You do not have to create an account to use *FacultyEnlight*, but we encourage you to do so in order to take advantage of the features we've designed with faculty in mind.

Current password:

E-mail address: \*

New Password:

Confirm password:

To change the current user password, enter the new password in both fields.

\* Indicates Required Field



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## How to Edit Your Campuses

1. Once in your account settings go to the [Edit Profile](#) tab.
2. Here you can add or remove additional campuses (up to 10), as well as change your primary campus. Simply hit "+Add More" to add another campus.
3. To remove a campus, simply hit "Remove" next to that campus

**Please note:** Department Admin users will not be able to add/remove campuses from their profiles. If you need any campuses added ore removed, please send this information to your bookstore manager.

4. The first campus listed is automatically your primary campus. To change this, select the checkbox "Make this my primary school affiliation" next to the campus you want as primary.
5. You can also edit your First and Last Name, and Phone Number on this page.
6. Once your changes have been made, hit Submit to save the changes.

[Edit Email/Password](#) **Edit profile** [Account Preferences](#)

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Title: Select title ▼

First Name: \* Jane

Last Name: \* Smith

Telephone Number: \* (908) 991-2193

First school will be primary if no other school is selected as Primary

School Type: \* 4-Year State ▼

State: \* NJ ▼

School: \* Rutgers The State Universit ▼

Department: -Select Department- ▼

School Affiliation:  Make this my primary school affiliation

School Type: \* 4-Year State ▼

State: \* NJ ▼

School: \* Rutgers Camden ▼

Department: -Select Department- ▼ [Remove](#)

[+ Add More](#)

\* Indicates Required Field



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## How to Add Additional Email Addresses

1. Once in your account settings go to the Account Preferences tab.
2. In the provided space you can enter any other email addresses you want to always receive an adoption confirmation email, when you place an adoption. Email addresses should be separated with a comma.
3. Once your changes are made, hit Submit to save the changes

The screenshot shows the 'Account Preferences' tab selected in a navigation bar. Below the tab, the 'Adoption Confirmation Email(s)' section is visible. It includes a text input field containing the email addresses 'jsmith@bncollege.com,jane.smith@gmail.c'. A red arrow points down to the input field, and another red arrow points up to the 'Account Preferences' tab. At the bottom left, a blue 'Submit' button is highlighted with a red arrow pointing left.

**Questions?**  
**Contact your Store Manager.**

