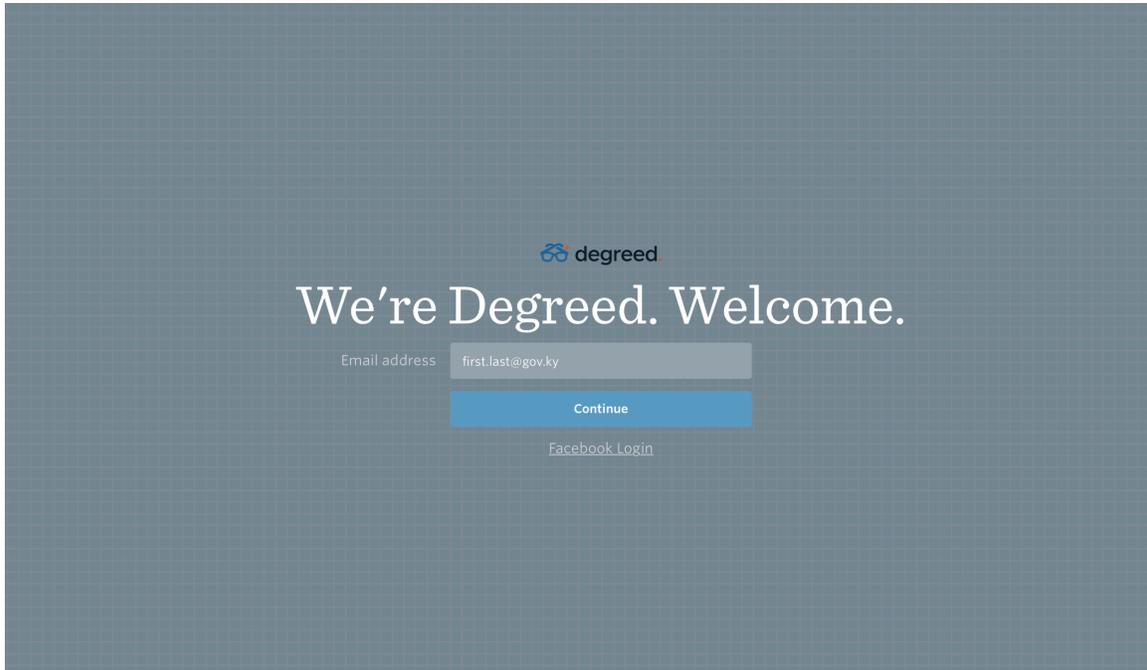
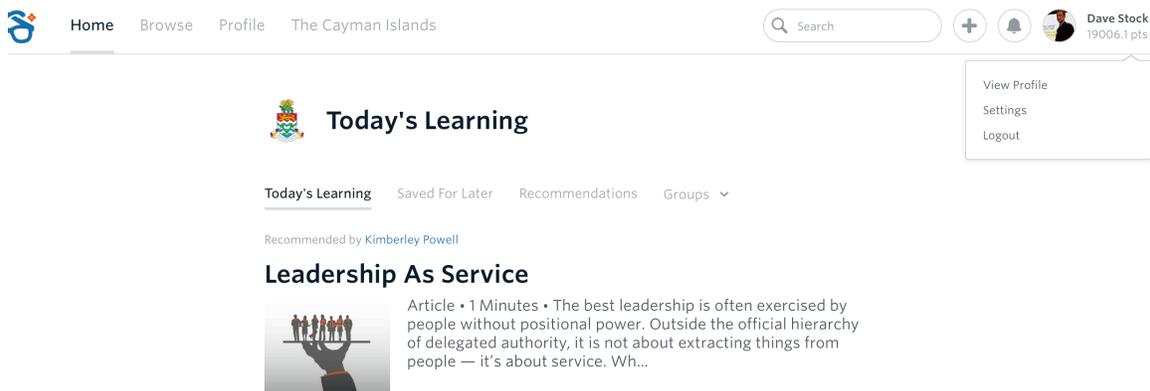


Changing Name and Updating Email Address

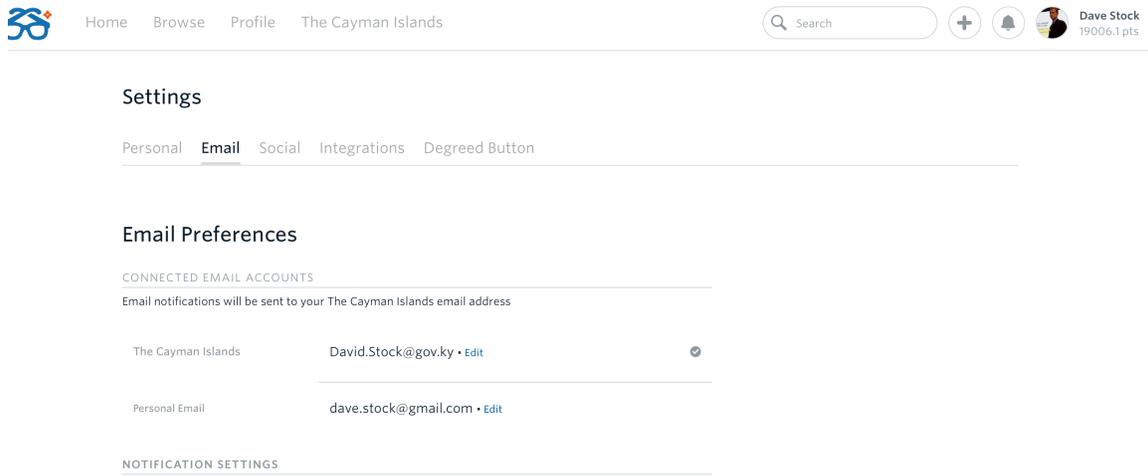
Step 1: Log into Degreed using your Government Email Address



Step 2: Click on your name (upper right hand corner) and choose “Settings”

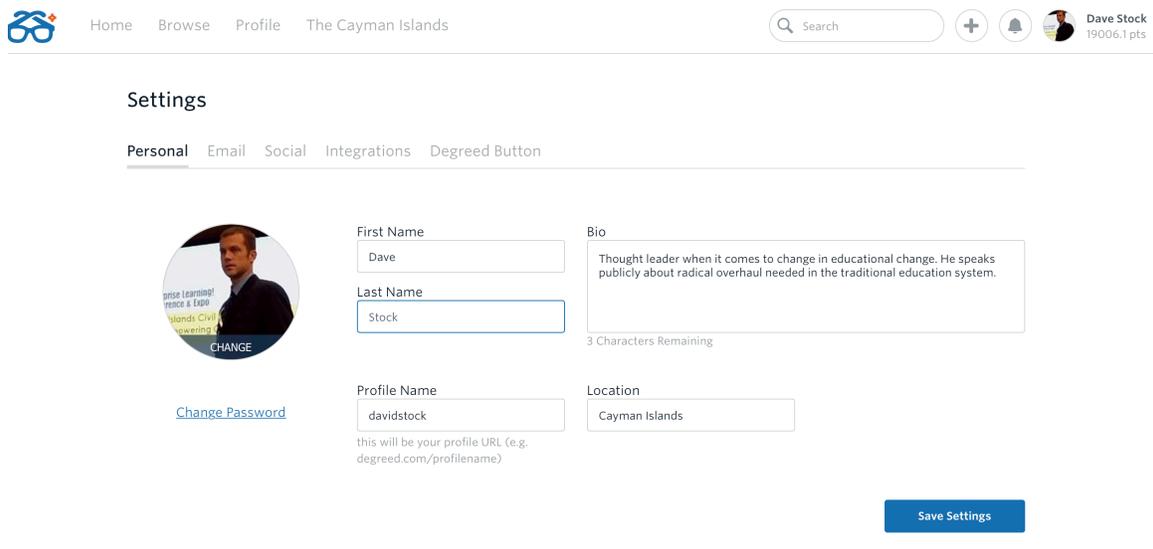


Step 3: Make sure you have different email addresses listed for work and personal. Click on the “Save” button. Note: They can NOT be the same email address or it will cause errors in the system



The screenshot shows the 'Settings' page with the 'Email' tab selected. Under 'Email Preferences', there is a section for 'CONNECTED EMAIL ACCOUNTS'. It lists two accounts: 'The Cayman Islands' with email 'David.Stock@gov.ky' and 'Personal Email' with email 'dave.stock@gmail.com'. Below this is a section for 'NOTIFICATION SETTINGS'.

Step 4: Go to the Personal Tab and ensure you have BOTH your first name and last name listed. Click “Save”



The screenshot shows the 'Settings' page with the 'Personal' tab selected. It features a profile picture of a man with a 'CHANGE' button below it. To the right are input fields for 'First Name' (containing 'Dave'), 'Last Name' (containing 'Stock'), 'Bio' (containing 'Thought leader when it comes to change in educational change. He speaks publicly about radical overhaul needed in the traditional education system.'), 'Profile Name' (containing 'davidstock'), and 'Location' (containing 'Cayman Islands'). A 'Save Settings' button is at the bottom right.