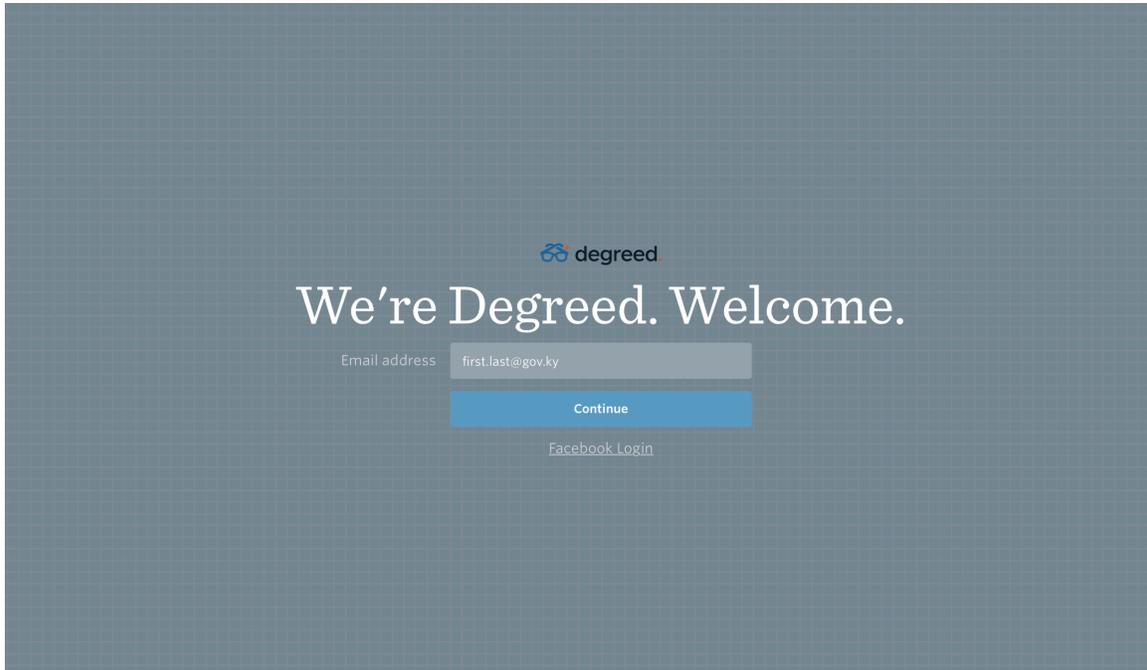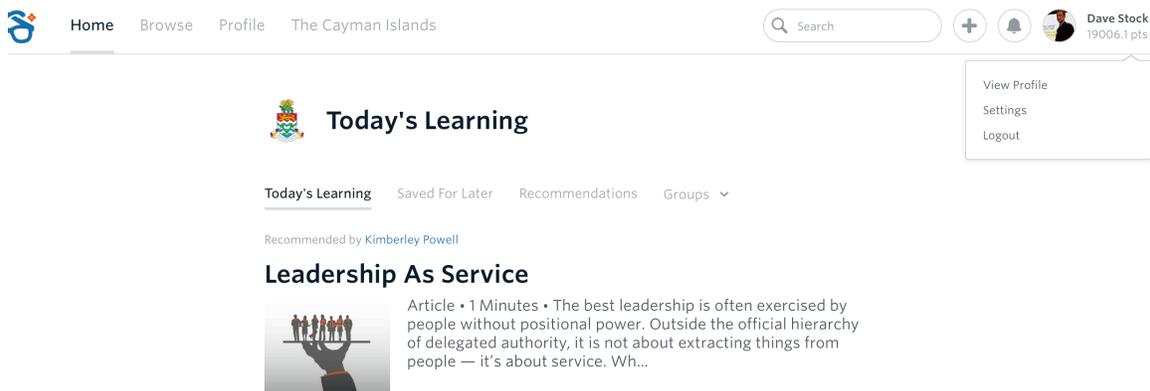# Changing Name and Updating Email Address
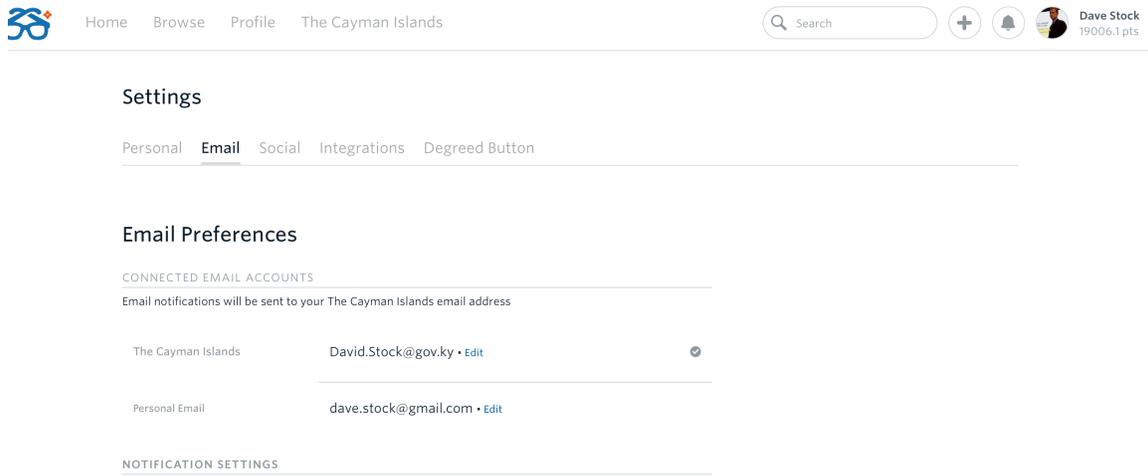
Step 1: Log into Degreed using your Government Email Address

Step 2: Click on your name (upper right hand corner) and choose "Settings"
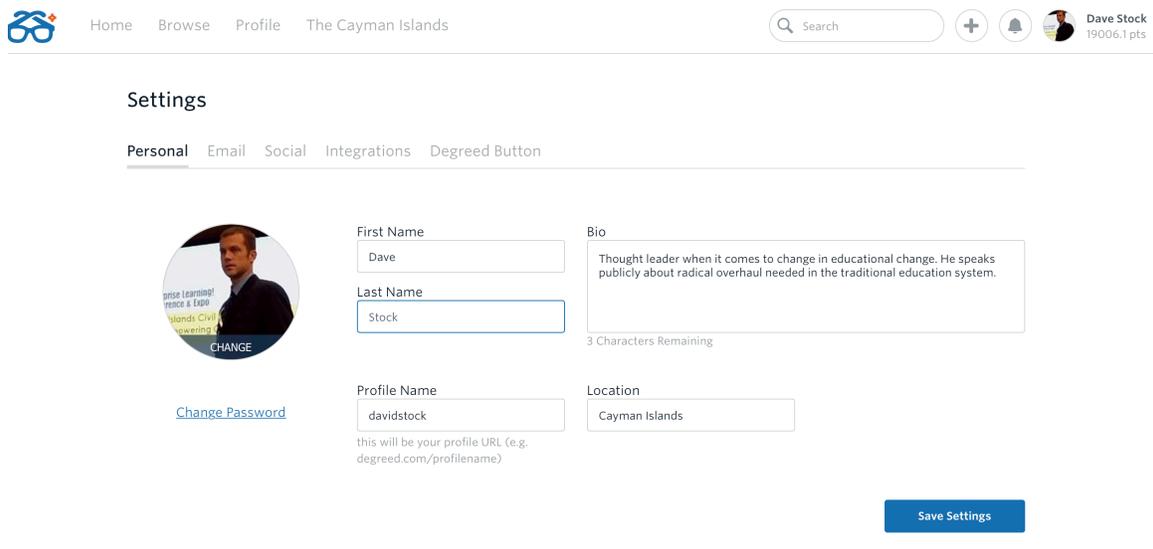
Step 3: Make sure you have different email addresses listed for work and personal. Click on the "Save" button. Note: They can NOT be the same email address or it will cause errors in the system

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