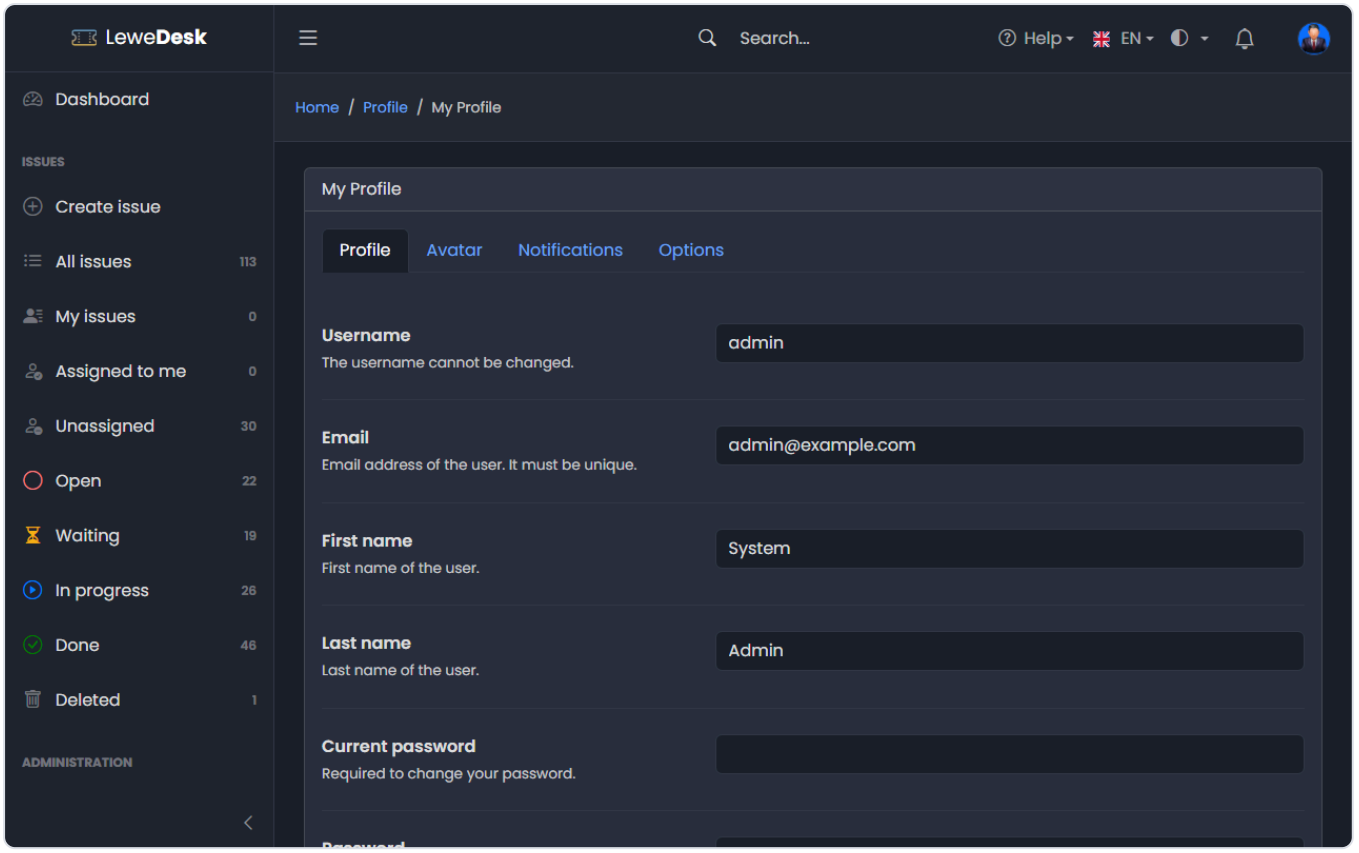
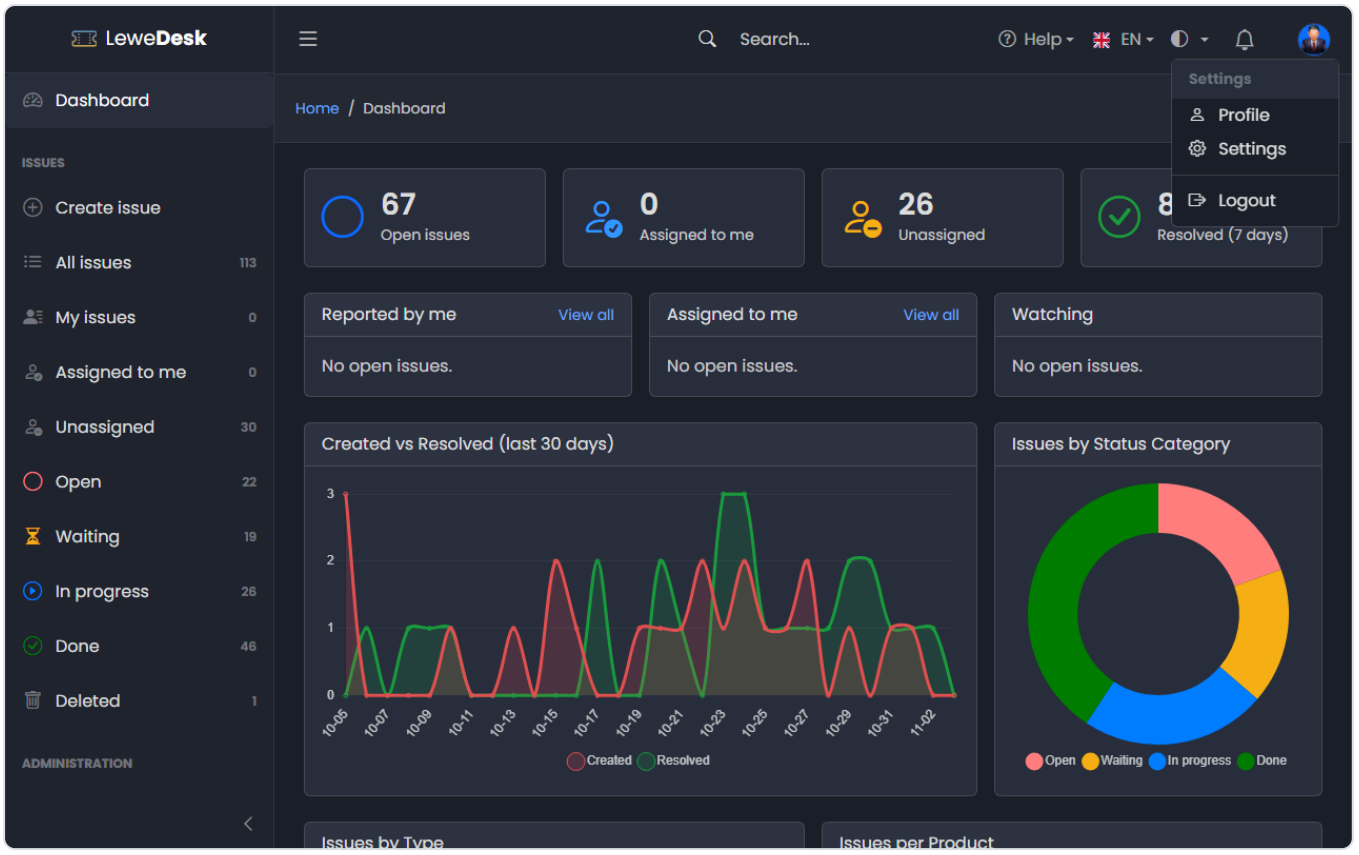
Profile



Open your profile from the user menu in the top bar (click your avatar, then **Profile**).



Profile tab

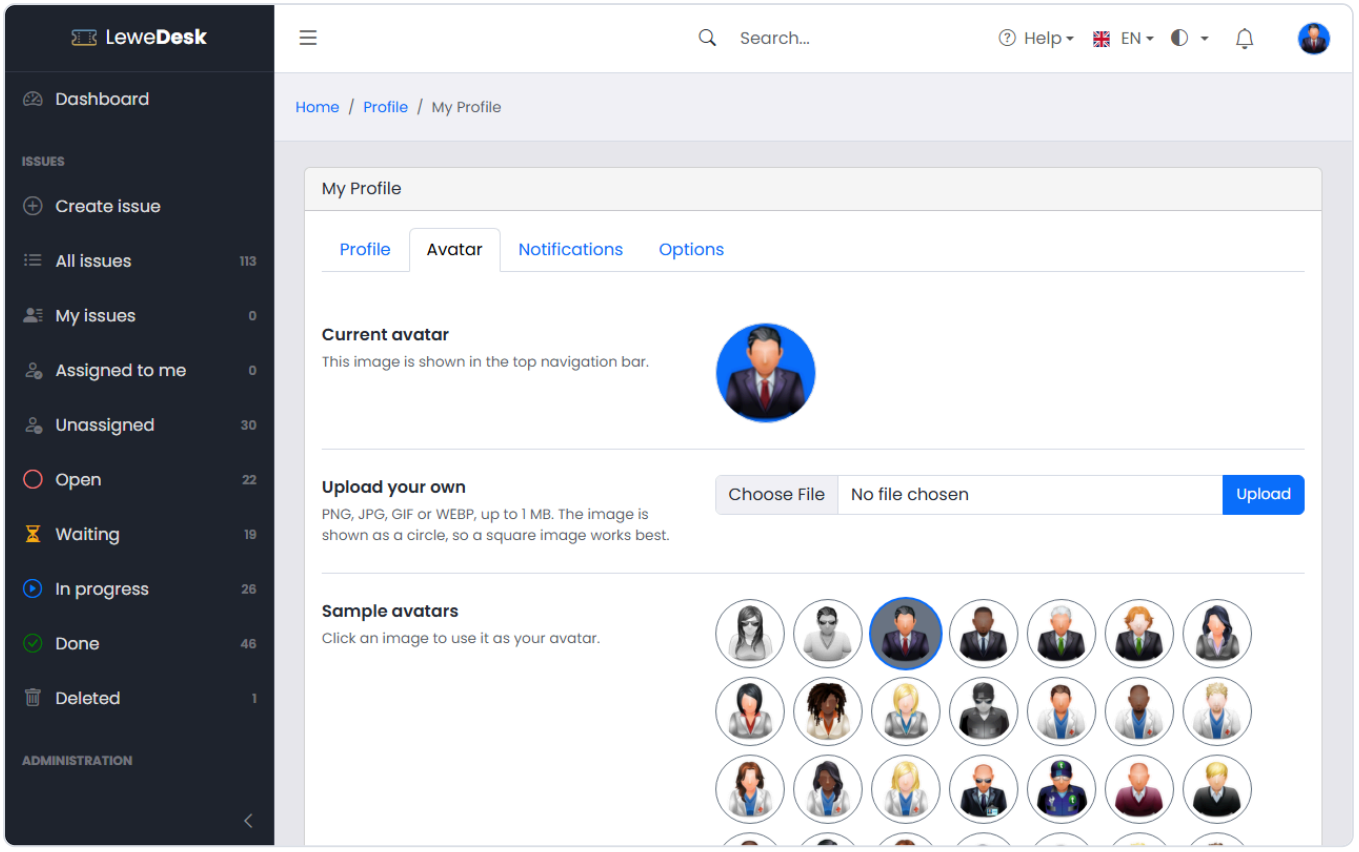
Field	Description
Username	Your login name (cannot be changed)
Email	Your email address. It must be unique. Notifications are sent here.
First name, Last name	Your name
Current password	Required to change your password
Password	Enter a new password to change it (at least 4 characters). Leave empty to keep your current password.
Confirm new password	Repeat the new password

Click **Save**.

If your administrator uses LDAP authentication, your password is managed outside of LeweDesk. The password fields are then replaced with a note and cannot be used. Change your password where you changed it before.

The same applies if you sign in with SSO (OIDC authentication). The 2FA tab is not shown then, because two factor authentication is handled by your identity provider.

Avatar tab



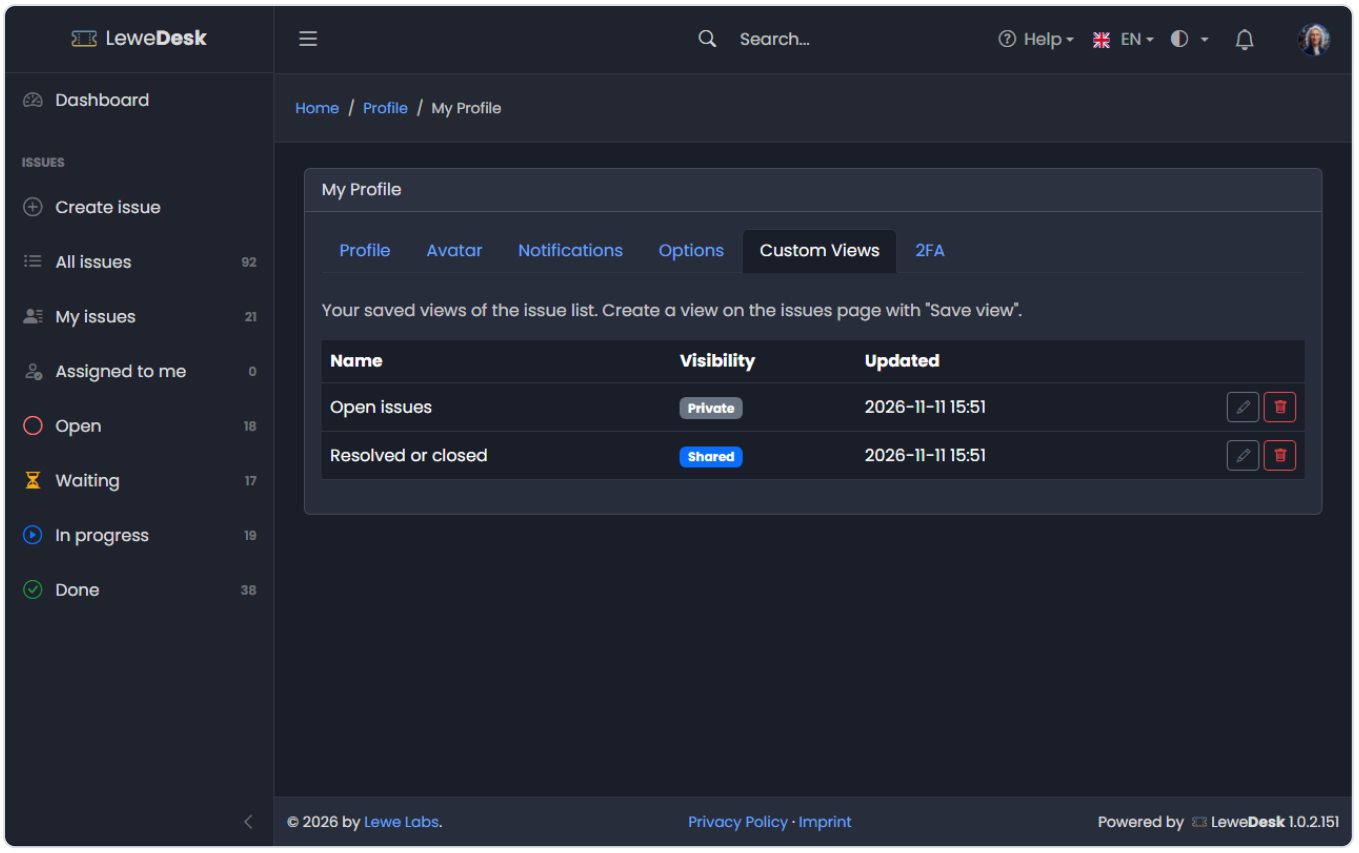
Your avatar is shown in the top bar and next to your name on issues.

- **Upload your own**: PNG, JPG, GIF or WEBP, up to 1 MB. The image is shown as a circle, so a square image works best.
- **Sample avatars**: click an image to use it.

Notifications tab

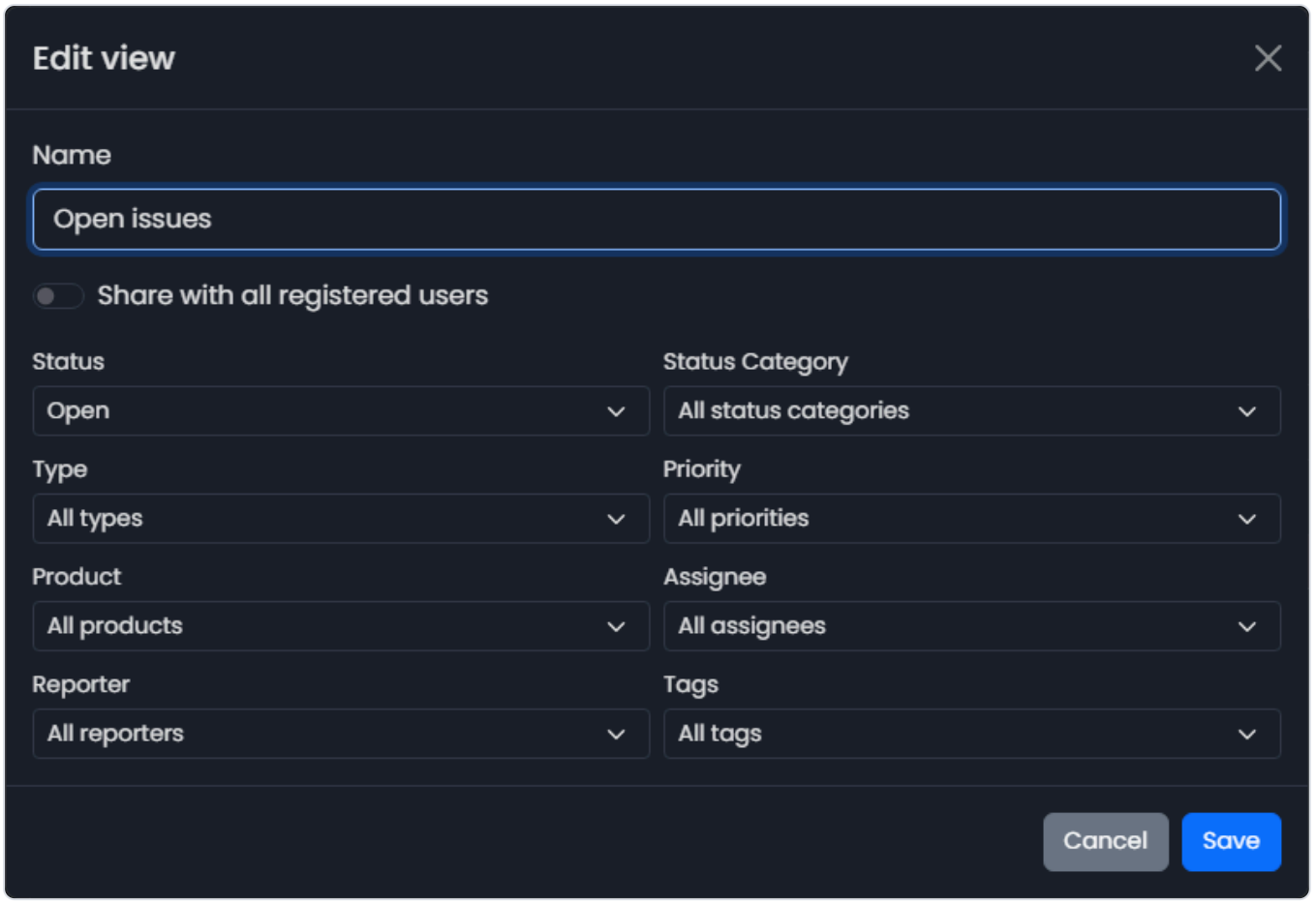
Choose per event whether you get an email and/or an in-app notification. See Notifications.

Custom Views tab



Lists the custom views you saved in the issue list with their name, whether they are *Private* or *Shared*, and the time of the last change.

Button	Function
Edit	Opens a dialog with the name, the **Share with all registered users** switch and the eight filters
Delete	Deletes the view after a confirmation. It disappears for all users it was shared with.

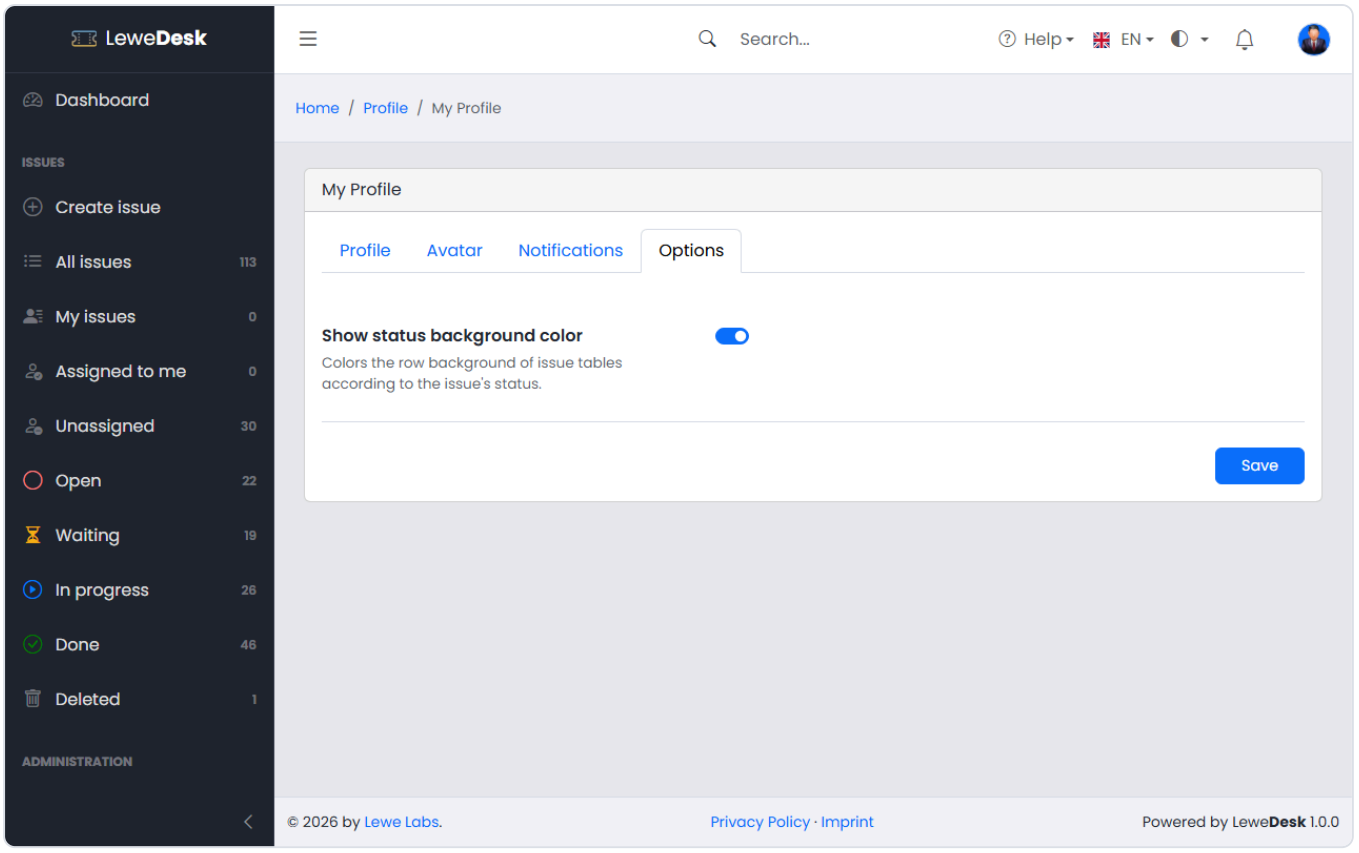


If filter values of the view do not exist anymore, the edit dialog tells you and leaves them out. Click **Save** to update the view.

2FA tab

Set up two factor authentication with an authenticator app, or disable it again (this needs your password). See Two Factor Authentication.

Options tab



Option	Description
Language	The language of the interface (English, German, French, Spanish) or the system default. Saved in your profile, so it applies on every browser you log in with
Show status background color	Colors the row background of issue tables according to the issue's status

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