

Changing Your User Profile

When you registered, the system created a user profile for you. In your user profile, you can change your preferred name (your name as the system displays it on the Home page), contact name, password, contact information, and helper access number.

You cannot change your sign-in name, password recovery questions, or information that came from your Church membership record, including full name, address, birth date, confirmation date, and membership record number. To change information that came from your membership record, please talk to your ward or branch membership clerk.

When you change your user profile, the changes are in the new FamilySearchWeb site.

1. Click the Home tab.
2. Click the Update My User Profile link. A pop-up screen where you can enter your password appears.
3. Enter your password, and click Done. Instead of the characters you type, asterisks (*) appear in the Password field. This prevents others from seeing your password.
4. Make the needed changes.

Tip: To change the mailing address, you may need to uncheck Use the address above to contact me for FamilySearch purposes. Fields in which you can enter a different address will then appear. Click Done. The pop-up screen closes.

Your changes are saved. If you changed your preferred name, that name now appears on the Home page.