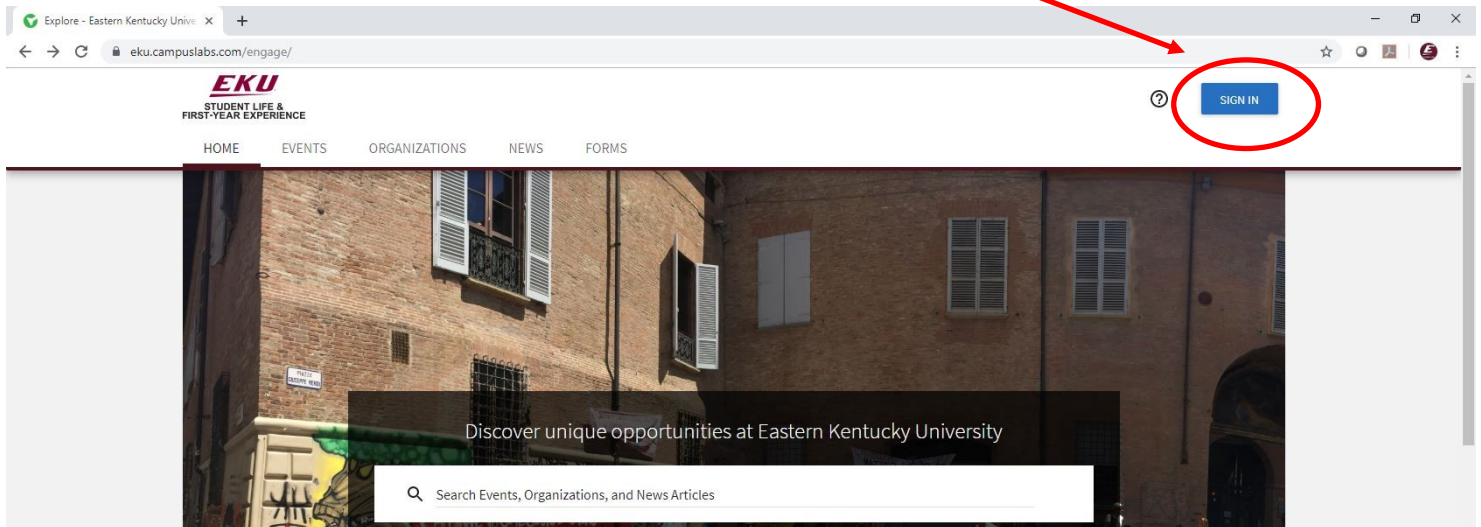


Changing Name

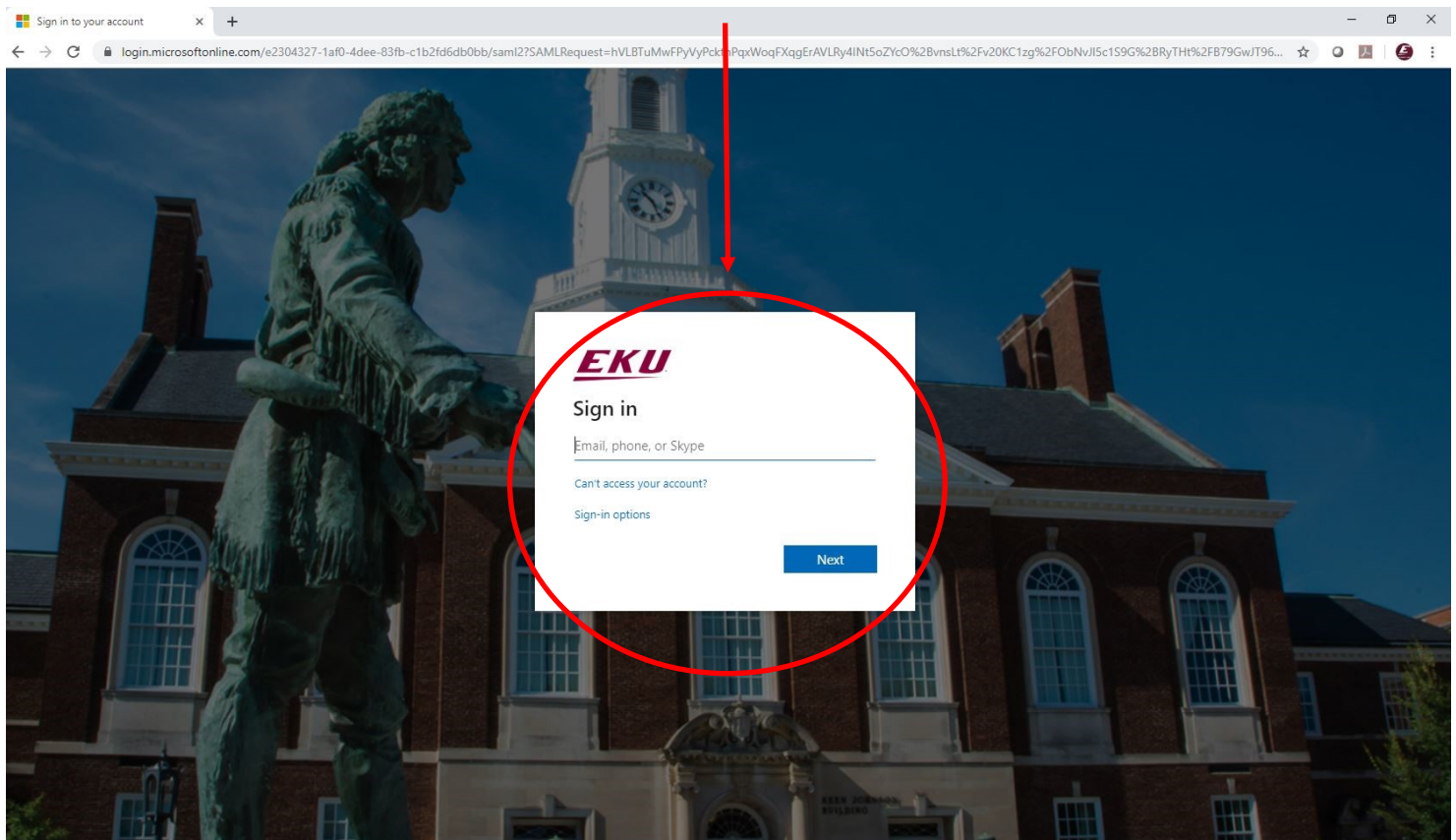
STEP 1

Visit eku.campuslabs.com/engage/, and click “Sign In” in the upper right corner (as seen below).



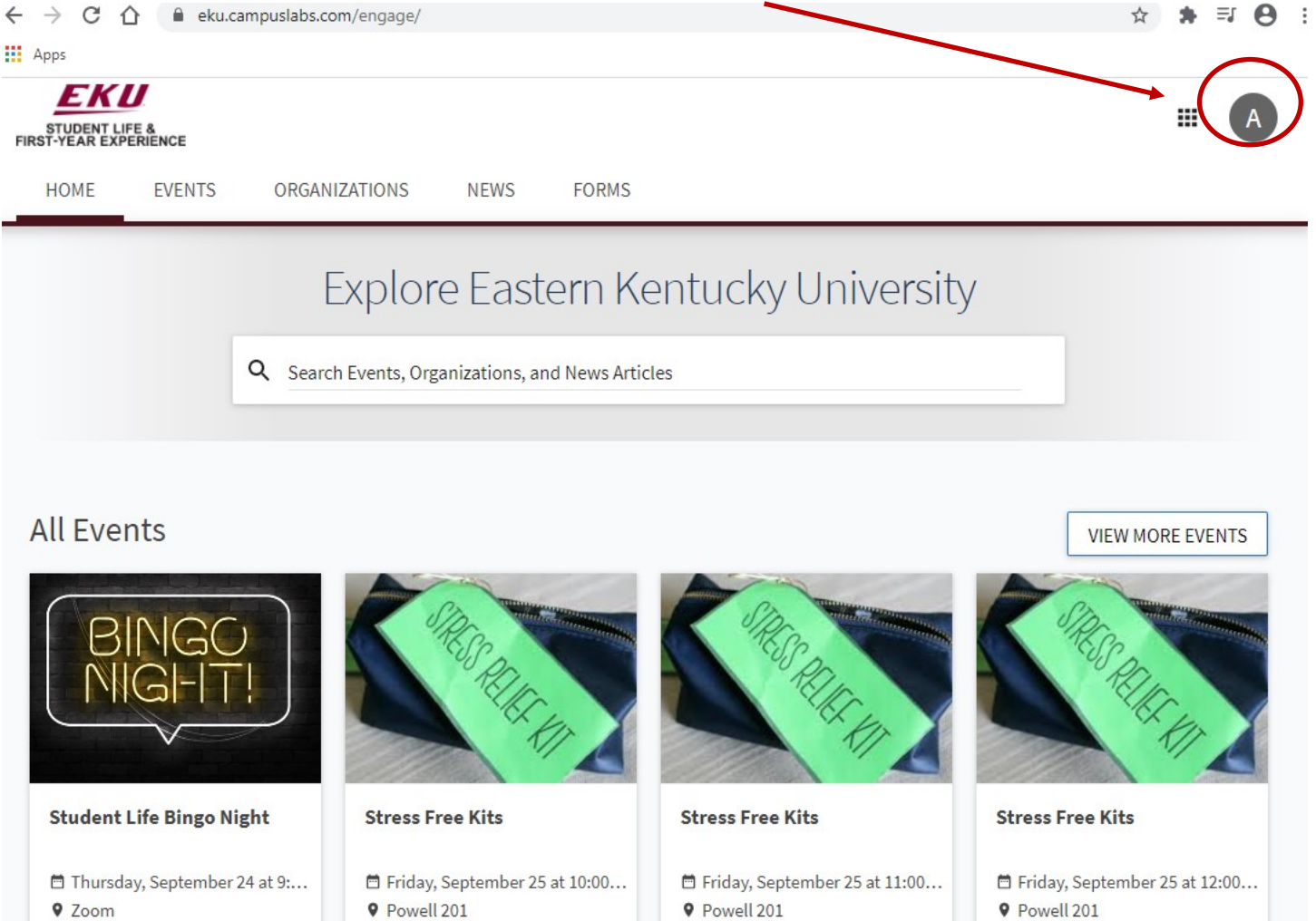
STEP 2

Enter your ECU Email credentials to log into the system.



Step 3

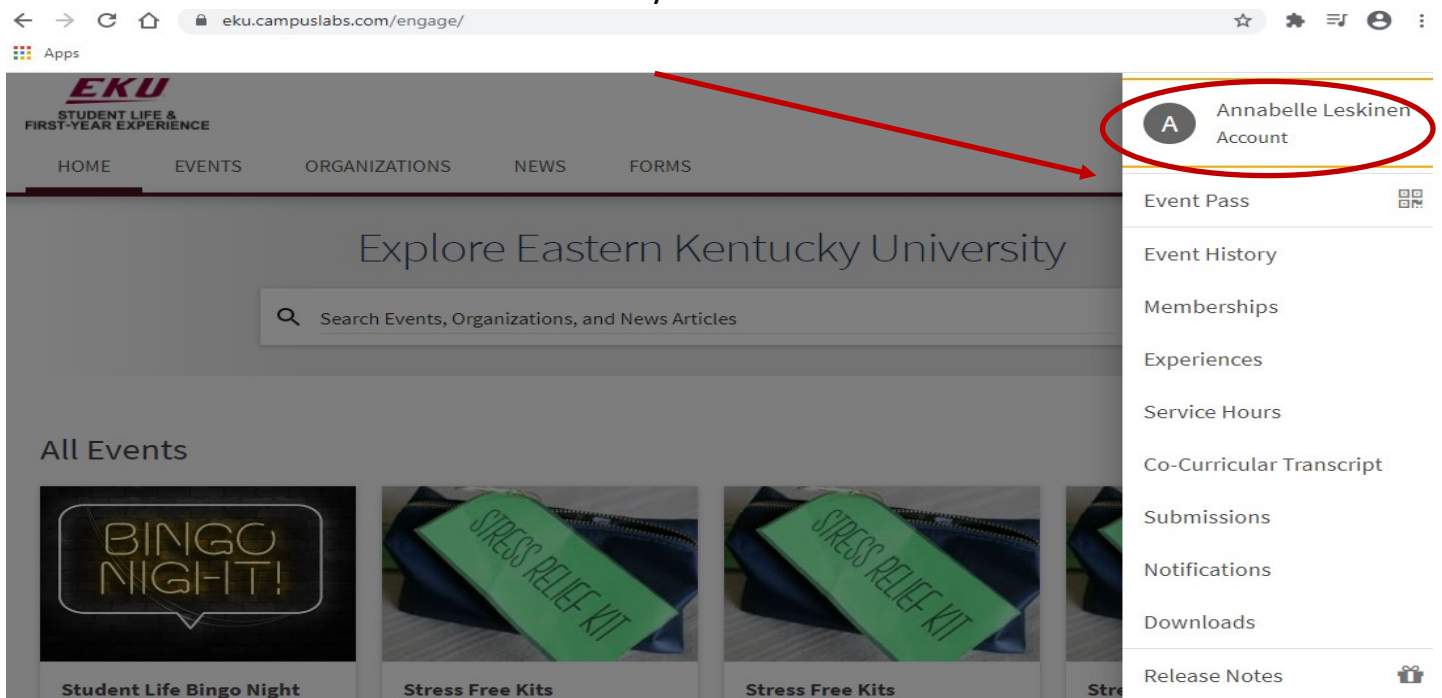
Click on user icon



The screenshot shows the top navigation bar of the EKU website. The user icon, a circle with the letter 'A', is circled in red. A red arrow points from the text 'Click on user icon' to this icon. Below the navigation bar, the main content area features the text 'Explore Eastern Kentucky University' and a search bar. Underneath, there is a section titled 'All Events' with a 'VIEW MORE EVENTS' button. Four event cards are displayed: 'Student Life Bingo Night' on Thursday, September 24 at 9:00 AM via Zoom; and three 'Stress Free Kits' events on Friday, September 25 at 10:00 AM, 11:00 AM, and 12:00 PM, all at Powell 201. Each event card includes a representative image.

Step 4

Click on your user account



The screenshot shows the same EKU website as in Step 3, but with the user account dropdown menu open. The user icon is circled in red, and a red arrow points from the text 'Click on your user account' to it. The dropdown menu lists the following options: 'Annabelle Leskinen Account', 'Event Pass', 'Event History', 'Memberships', 'Experiences', 'Service Hours', 'Co-Curricular Transcript', 'Submissions', 'Notifications', 'Downloads', and 'Release Notes'. The background content, including the 'All Events' section, is dimmed.

Step 5

Click on the First Name box. Once highlighted, change to desired name

EKU
STUDENT LIFE &
FIRST-YEAR EXPERIENCE

HOME EVENTS ORGANIZATIONS NEWS FORMS

My Account Profile

Fields marked with an asterisk (*) are required.

PROFILE PRIVACY SETTINGS NOTIFICATIONS INTERESTS

Profile Information

First Name
Annabelle

Last Name
Leskinen

Suffix

Profile Picture

Profile Picture Upload
Choose File No file chosen

DELETE PICTURE

Step 6

Scroll to the bottom of the page. Click update to save changes.

← → ↻ 🏠 🔒 eku.campuslabs.com/engage/account ☆ ⚙️ 📄 👤 ⋮

Apps

Google+ Profile URL

LinkedIn Profile URL

Additional Information

* EKU ID Number (901 Number)

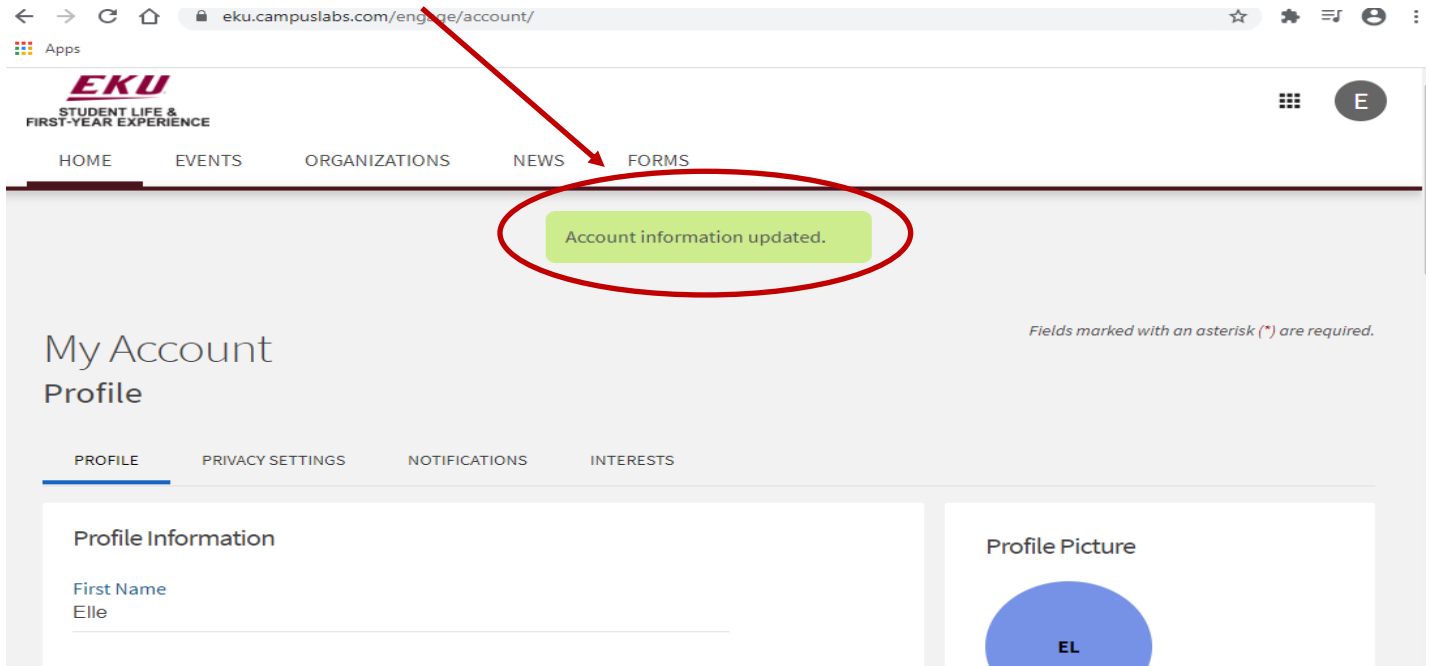
* Phone Number

* EKU Email address (mymail@eku.edu)
Annabelle.Leskinen@eku.edu

UPDATE

Step 7

Once saved, "Account Information Updated" will pop up to confirm changes have been saved.



The screenshot shows a web browser at the URL eku.campuslabs.com/engage/account/. The page header includes the ECU logo and navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. A red arrow points from the URL bar to the FORMS link. A green notification box with the text "Account information updated." is circled in red. Below the notification, the page title is "My Account Profile" with sub-tabs for PROFILE, PRIVACY SETTINGS, NOTIFICATIONS, and INTERESTS. The PROFILE tab is active, showing "Profile Information" with the first name "Elle" and a "Profile Picture" placeholder with the initials "EL".

eku.campuslabs.com/engage/account/

Apps

ECU
STUDENT LIFE &
FIRST-YEAR EXPERIENCE

HOME EVENTS ORGANIZATIONS NEWS FORMS

Account information updated.

My Account Profile

Fields marked with an asterisk (*) are required.

PROFILE PRIVACY SETTINGS NOTIFICATIONS INTERESTS

Profile Information

First Name
Elle

Profile Picture

EL