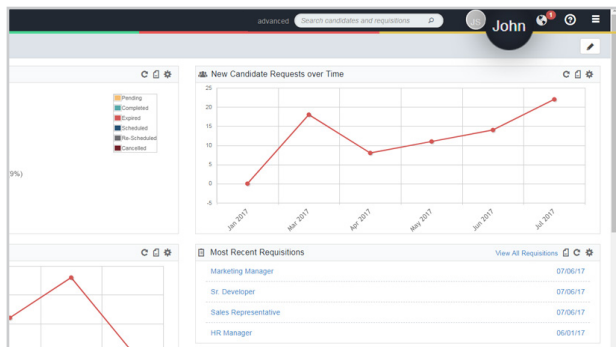
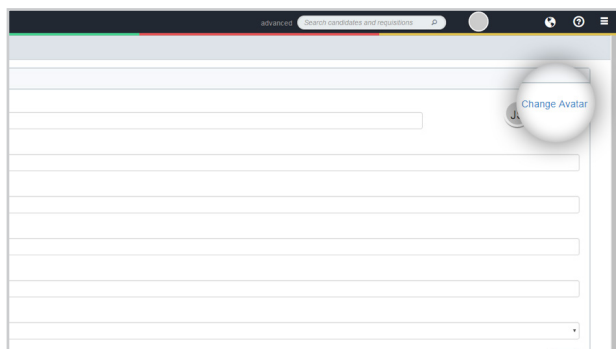


# PROFILE SETTINGS GUIDE

This guide will cover the process of configuring your profile settings on your RIVS account.

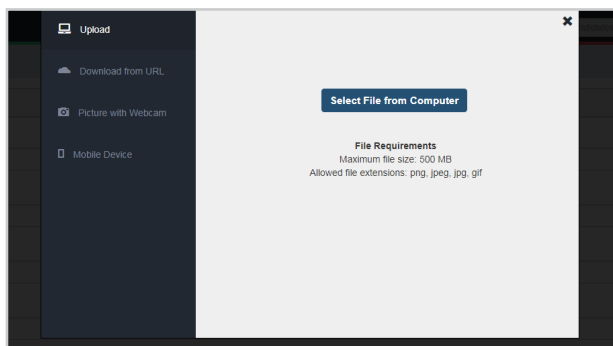


- 1 Click your name in the top right corner.



- 2 Click the Change Avatar button to change your account profile picture.

# PROFILE SETTINGS GUIDE



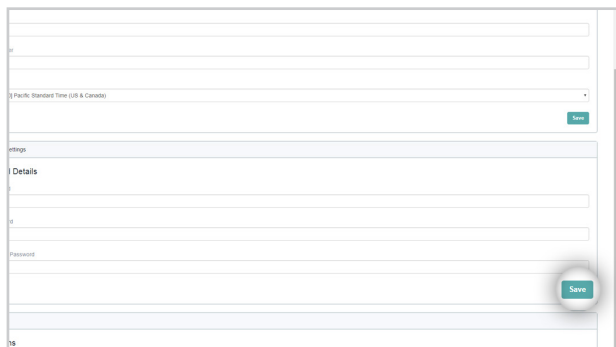
**3** Select an option for uploading or taking a picture from the left side of the window. Follow the prompts on the right side to save your profile picture.

**4** In the Basic Account Settings section, edit your email address, first and last name, title, phone number, and time zone.

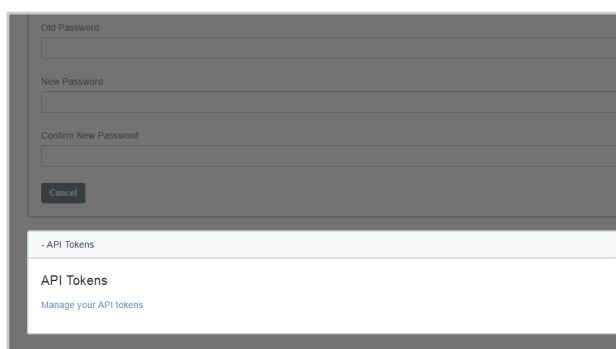
**5** Click the Save button to save your changes.

**6** In the Password Settings section, you can change your account password. Type your current password in the Old Password field. Type a new password in the New Password field, and confirm the password by typing it again in the Confirm New Password field.

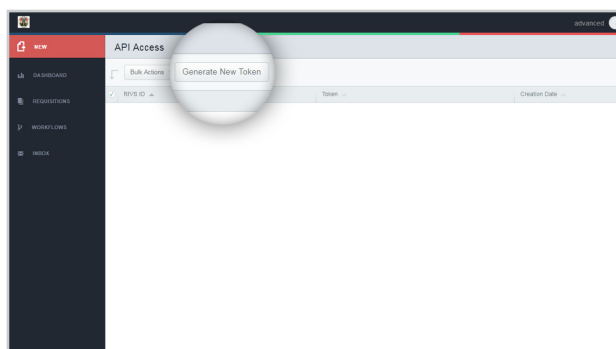
# PROFILE SETTINGS GUIDE



**7** Click the Save button to change your password.

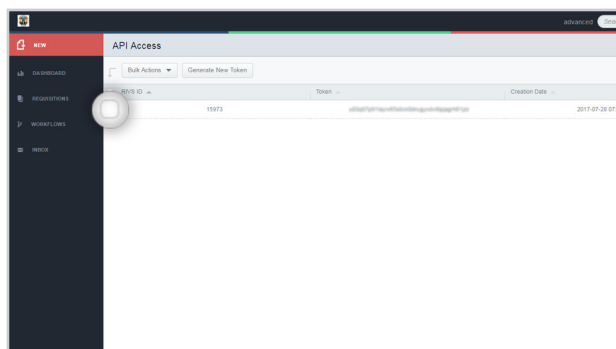


**8** To manage your API tokens, click the “Manage your API tokens” button.



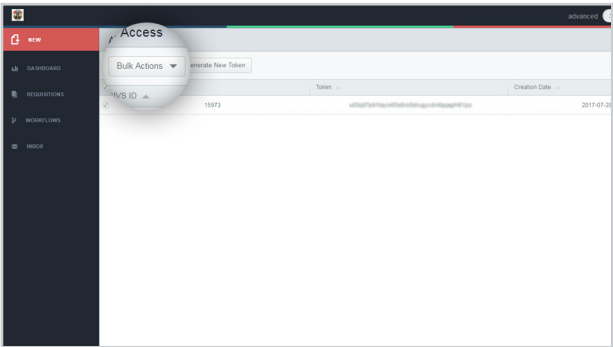
**9** To generate a new API token, click the Generate New Token button. A new token will generate in the list below which can be used to integrate with different applications.

\*Integration partners include: Applitrack, Boomi, Bullhorn, IBM BrassRing, iCIMS, Jobvite, Luceo (TalentStream Recruit), SearchSoft, Taleo Business Edition, Taleo Enterprise Edition

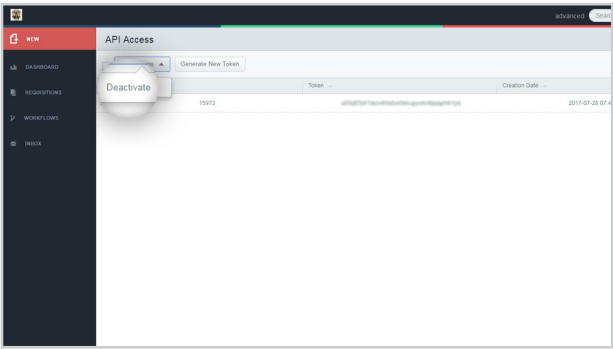


**10** To deactivate an API token, select the checkbox next to the token(s) you’d like to deactivate.

# PROFILE SETTINGS GUIDE



11 Click the Bulk Actions button.



12 Click Deactivate.