

Maintaining Profile Information and Using the Message Center

As a user, you have a profile in Epicor Learning Center. Click here on the right and we will look at maintaining that information and resetting your password, then we'll get familiar with the notification message center.

Select an option to learn more about each topic.

Profile

Click on your log in name here in the upper right corner, and then chose Profile.

You can update your contact information or reset your password.

Click Contact information to update your first or last name, your phone number, email address or time zone. Press Submit to save your changes.

Open the password link if you need to update it. You will need to enter a new one based on the criteria shown here.

Confirm the password again in the box below and then press Submit to update.

Message Center

When you log into Epicor Learning Center, you will notice a small envelope icon up on the top right. These are your notifications. Looks like you have a few here that are unread and that you need to review.

Open the list and choose View All to see them in a list or just click a specific one.

Check out the message, review its contents and any related links. You can click here to open a list of all notifications.

If you check the box next to one, you get the option to mark it as read or unread.

The color indicates the status. Unread messages have a link to reopen the details.

You can also delete one or enable this box to select them all.

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