Account & Security: manage profile, password, verification, and 2FA

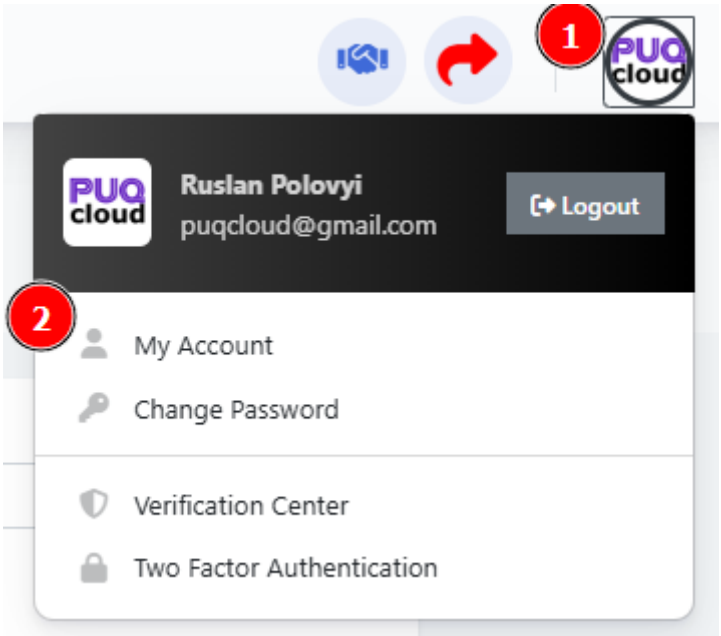
PUQcloud Panel

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Open the account menu

1. On the dashboard, click your **company/avatar** in the top-right.
2. You'll see: **My Account**, **Change Password**, **Verification Center**, **Two Factor Authentication**.

Account dropdown (markers 1 & 2).

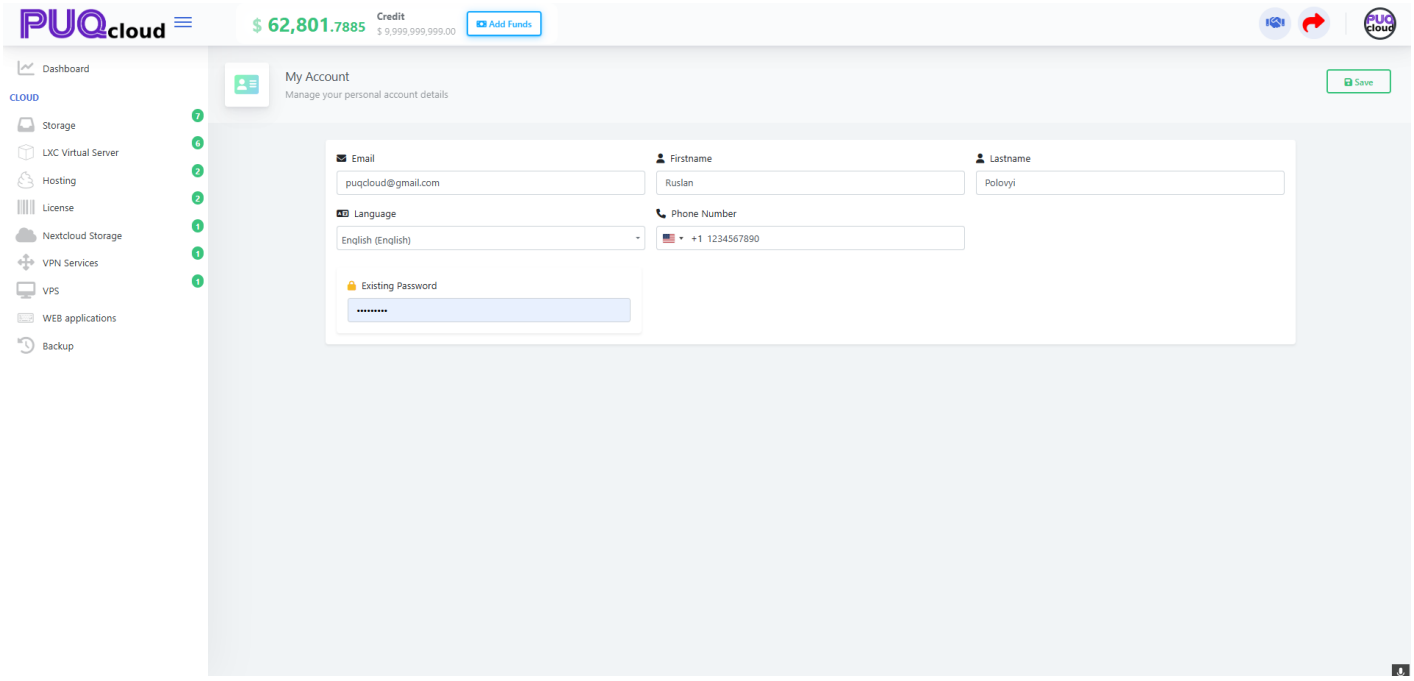


My Account — contact details

On **My Account**, update:

- **Email**, **First name / Last name**
- **Language** (UI language)
- **Phone Number** (with country code, e.g., +48 ...)
- Confirm changes with **Existing Password** → **Save**

My Account page (form).

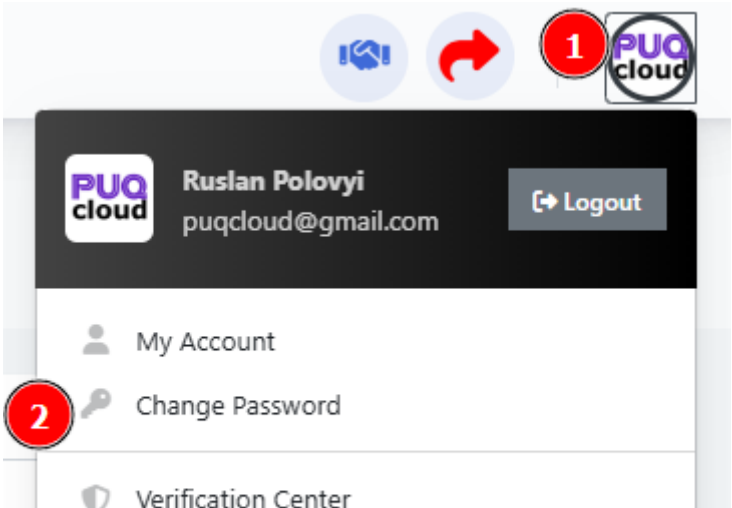


> Tip: After changing email, check your inbox for service confirmations.

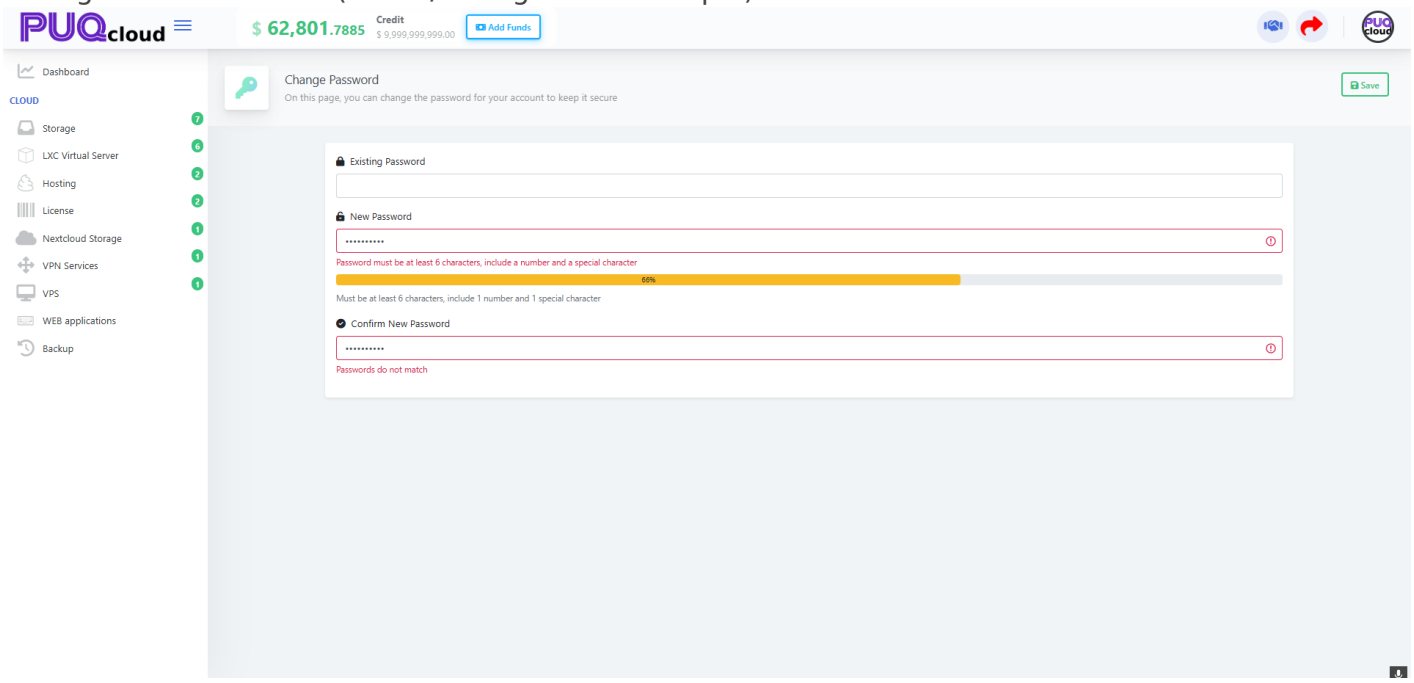
Change Password

1. Account menu → **Change Password**.
2. Enter **Existing Password**.
3. Set **New Password** and **Confirm New Password**.
   Requirements: **≥ 6 characters**, **at least 1 number** and **1 special character**.
4. Click **Save**.

“Change Password” menu item.



Change Password form (errors/strength bar example).



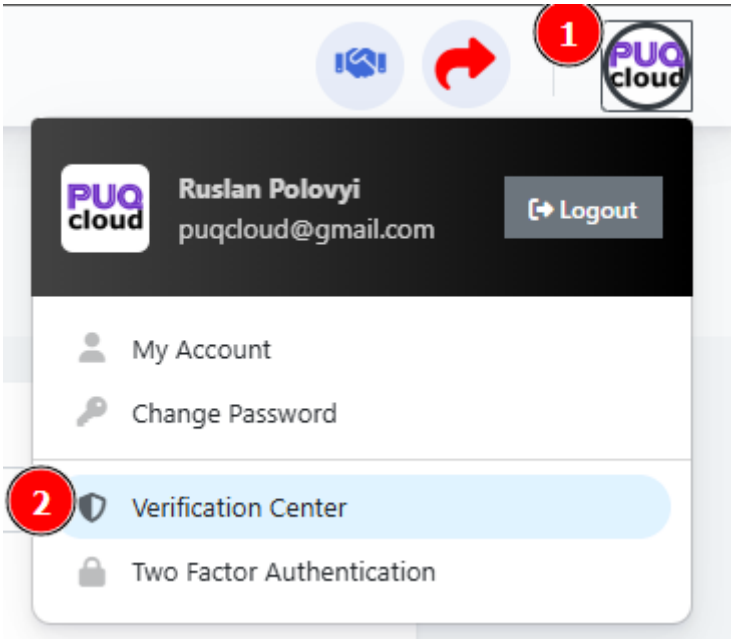
> If you see “Passwords do not match,” the New and Confirm fields differ.

Verification Center — verification methods

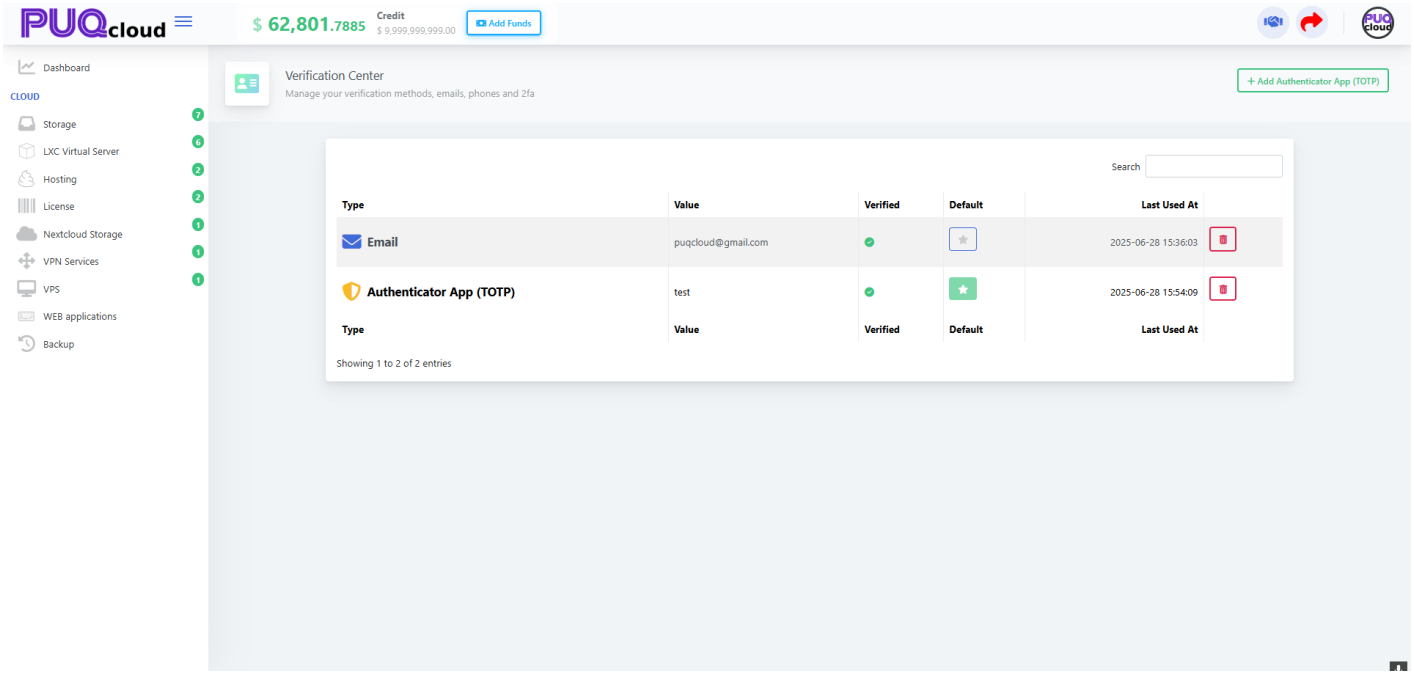
Manage verification methods (email, TOTP app, etc.). Columns show:

- **Value**, **Verified**, **Default**, **Last Used At**.
- Star button = set as **Default**.
- Bin icon = **Delete** a method.

“Verification Center” menu item.



Verification Center list (Email + Authenticator App).

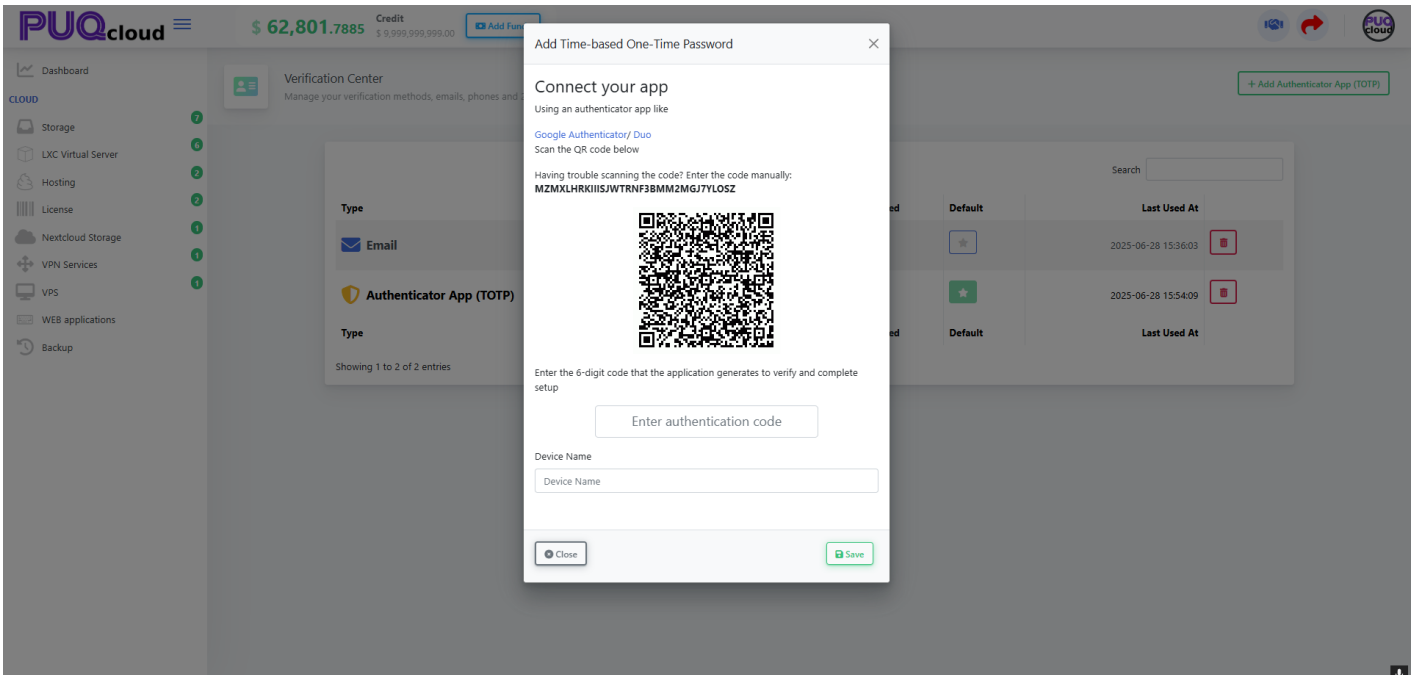


Recommendation: keep at least **two** methods (Email + TOTP) so you don’t get locked out.

Add a TOTP Authenticator (Google Authenticator / Duo)

1. On **Verification Center**, click **Add Authenticator App (TOTP)**.
2. Scan the **QR code** in your app or enter the secret manually.
3. Enter the **6-digit code**, give a **Device Name** → **Save**.

QR-code modal with code input.

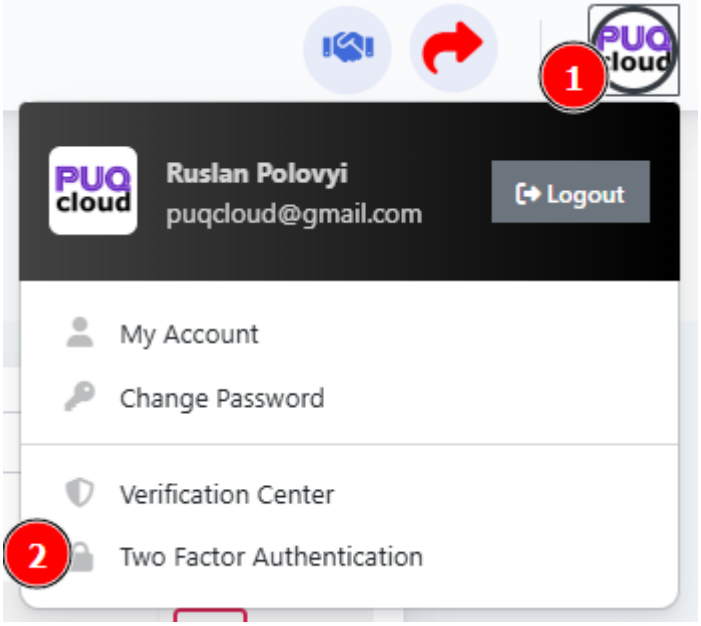


Two-Factor Authentication (2FA)

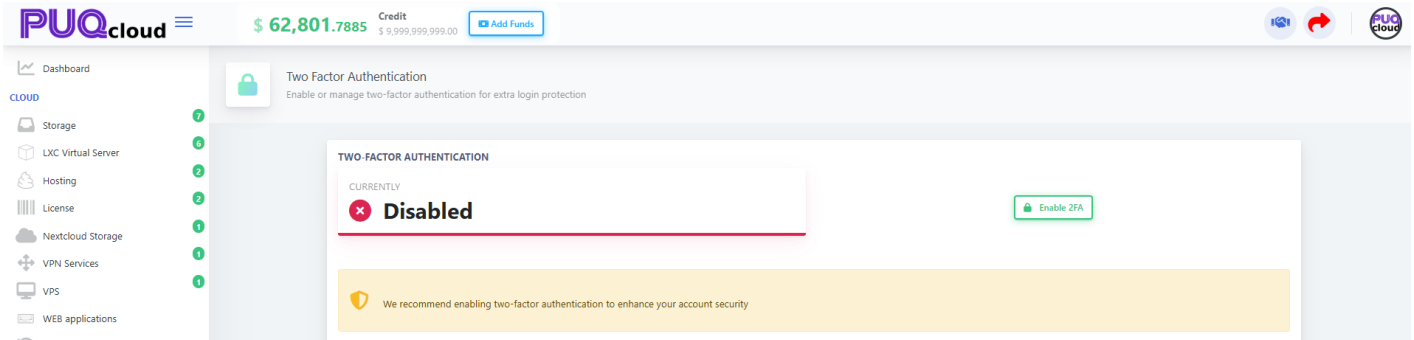
Enable 2FA

1. Account menu → **Two Factor Authentication**.
2. Click **Enable 2FA**.
3. Enter the current **6-digit code** from your TOTP app → **OK**.

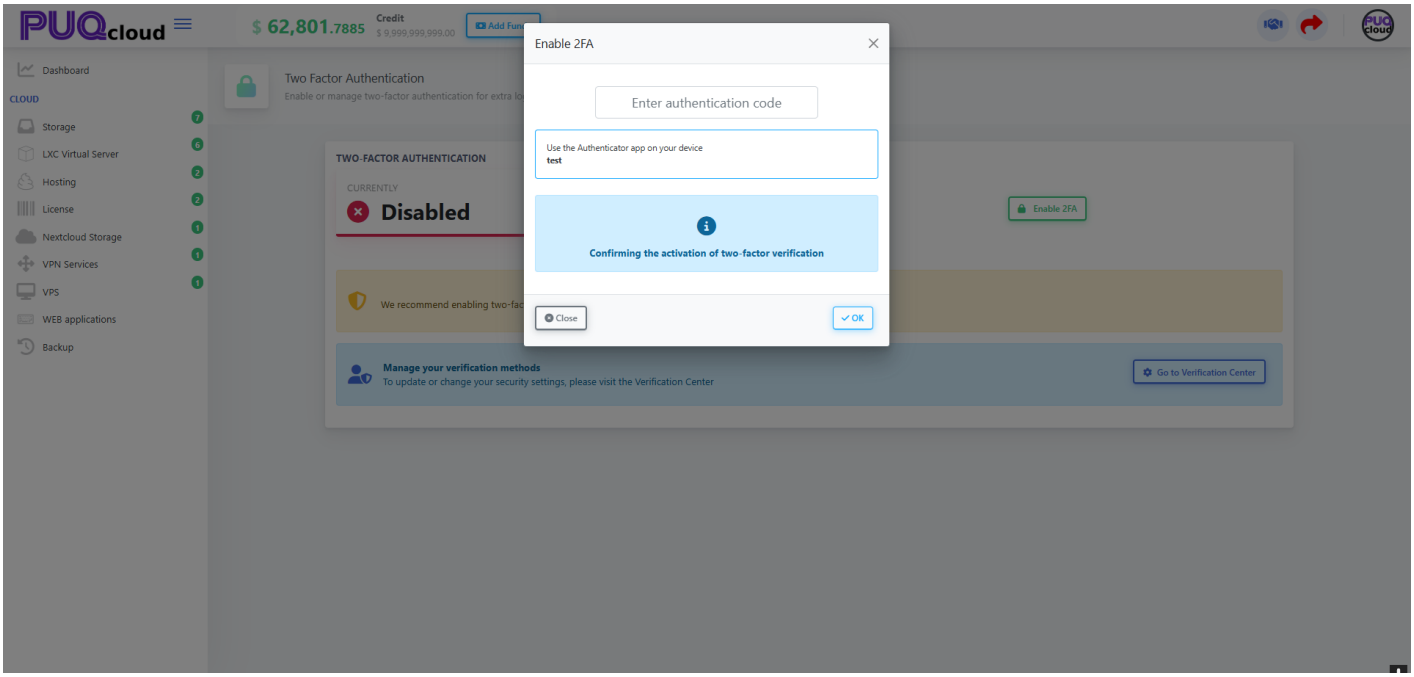
“Two Factor Authentication” menu item.



2FA page (Disabled state, Enable 2FA button).



Enable 2FA confirmation modal (code entry).



> If “Enable 2FA” is disabled or missing, first add a TOTP method in **Verification Center** (see Section 5).

Security quick checklist

- Turn **2FA** on and set **Authenticator App** as **Default**.
- Keep your **email** current (codes/alerts go there).
- Use a long, unique **password**; don’t reuse it elsewhere.
- Always keep **two verification methods** on file.

Troubleshooting

- **Code not accepted:** ensure your phone time is correct (TOTP is time-based).
- **Can’t enable 2FA:** add a TOTP method in **Verification Center** first.
- **Phone won’t save:** use **+** format.
- **Lost TOTP device:** use your alternate method (email) or contact support for removal after identity verification.

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