

Air4media Pilot v10 **BETA** | ACME Creative Agency **OWNER** | ACME Creative Agency | Laurent P Groult

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Settings

Profile

Name: Laurent P Groult | Email: laurent@air4.media
Phone Number: +176*****80 | Account Type: Regular
Save Profile

Password

Current Password | New Password | Confirm New Password
Update Password

Security

Multi-factor authentication adds extra security to your account.

- Email Verification** (Active) | Disable
- SMS Verification** (Active) | Disable
- Authenticator App** (Active) | Disable
- Passkey** (Active) | Manage | Disable

Your account is protected with 4 MFA methods.

Appearance

- Air4 Cyan** (Official Air4.media brand colors)
- Monochrome** (Pure black and white - no color)
- Cherry Blossom** (Soft pink blooms of spring) | Seasonal
- Coral Reef** (Vibrant coral summer vibes) | Seasonal
- Amber Harvest** (Rich amber autumn tones) | Seasonal
- Frozen Tundra** (Crisp ice blue winter) | Seasonal
- Professional Blue** (Clean professional theme)
- Midnight Slate** (Deep ocean midnight theme)

Apply Theme

Settings

Manage your profile, password, account security, and appearance preferences.

Key Features

- **Profile Management:** Update your display name shown across the platform
- **Password Change:** Update your login password at any time
- **Multi-Factor Authentication:** Add extra login security with one or more verification methods
- **Theme Selection:** Customize the look and feel of the interface

How to Use

Updating Your Profile

1. Go to **Settings** from the sidebar
2. Under **Profile**, update your name in the Name field
3. Click **Save Profile**

Your email address, phone number, and account type are read-only. Contact support to change your email. Your phone number is set automatically when you configure SMS two-factor authentication.

Changing Your Password

1. Under **Password**, enter your current password
2. Enter and confirm your new password (minimum 8 characters)
3. Click **Update Password**

This section only appears for standard accounts. Google sign-in accounts manage passwords through Google.

Setting Up Two-Factor Authentication (MFA)

The Security section shows four authentication methods you can enable independently:

Email Verification — A one-time code is sent to your email address each time you log in.

- Click **Enable**, then enter the 6-digit code sent to your email

SMS Verification — A one-time code is sent to your phone number.

- If you haven't added a phone number yet, click **Set Up** to add one first
- Click **Enable**, then enter the code sent by text message

Authenticator App — Use an app like Google Authenticator or Authy to generate codes.

- Click **Set Up** and follow the on-screen steps to scan a QR code with your app

Passkey — Log in with your fingerprint, Face ID, or a hardware security key.

- Click **Set Up** and follow the browser prompt to register your device
- You can register multiple passkeys (e.g. MacBook, iPhone) and manage them individually
- Click **Manage** to add, rename, or remove registered passkeys

To disable any active method, click **Disable** and verify your identity with your password or another active MFA method.

Changing Your Theme

1. Under **Appearance**, browse the available color themes
2. Click a theme card to select it — color swatches show the palette
3. Click **Apply Theme** to save — the page will reload with the new look

Some themes are marked **Seasonal** and may only be available at certain times of year.

Tips

- Enable at least one MFA method — the Security section will warn you if your account has none active
- You can have multiple MFA methods enabled at the same time for added flexibility
- Give your passkeys descriptive names (e.g. "Work MacBook") so you can identify them easily
- If you sign in with Google, use Google's account settings to manage your password and primary email