

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
Contact support to change your email

Phone Number: +176*****80
Updated during SMS MFA setup

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**
Receive a code at laurent@air4.media
Active Disable
- SMS Verification**
Receive a code at +176*****80
Active Disable
- Authenticator App**
Use Google Authenticator, Authy, or similar
Active Disable
- Passkey**
1 passkey registered
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