

## Set up your account

Last Modified on 03/04/2025 4:13 pm EST

When you sign up for KnowledgeOwl, you enter your email and password. This is what you'll use to log in to the KnowledgeOwl application. The first time you log in, we'll ask for your first and last name, which is what we'll call you and how your name will appear in author lists.

To edit your author profile:

- 1. Select your name in the upper right.
- 2. Select My Settings. Your Personal settings page opens.
- 3. Here you can edit your Email address, First name, and Last name. You can also opt in to Party with Linus or to our Opt in to early access program to try out new features while they're in testing.
- 4. Select Change password to change your password.
- 5. Be sure to Save your changes.

When you first log in to your account, we'll walk you through the basic setup process. You'll give your knowledge base a name and a URL, like "My Awesome Knowledge Base" and "awesomekb.knowledgeowl.com" respectively. Don't worry about getting it perfect. You'll be able to update the knowledge base name and URL under KB settings > Basic later!

To add additional author seats or knowledge bases, go to Account > Billing.