

## How to change your contact details

Log in to EDEN <https://www.edenireland.ie> with your normal username and password

On the home page, select My Account from the menu available as shown below

The screenshot shows the EDEN portal home page. At the top, there is a navigation bar with the EDEN logo, an 'Admin' dropdown, a notification bell icon with '50+', a user profile dropdown for 'Deirdre Kirwan', and a 'Cork County Council' dropdown. A dropdown menu for the user profile is open, showing options: 'My Account' (highlighted), 'My Portal Access', 'My Organisations', 'Sign out of Application', and 'Sign out of Portal'. Below the navigation bar, the 'Latest Portal Notifications' section displays a table with 3 entries (showing 1 to 3 of 269 entries). The table has columns: Name, Regarding, From, and Received. The entries are all 'Membership Request Approved Audit' from 'Kirwan, Deirdre' with received dates in September 2015. Below the notifications, there are four main sections: 'Apply' (New Licence, Licence Change / Amendment, Licence Renewal), 'Notify/Manage' (LMA, My Licences, Bathing Water Incidents, DWWA Inspections), 'Report Information' (WEEE Submission, Drinking Water Safety Plans, Bathing Water Annual Information, EDEN MDS, ODS and FGAS, Article 27 Submission), and 'EPA Services' (DWWA Inspector Register, Splash, WFD Home, WFD Characterisation).

Name	Regarding	From	Received
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 16:29
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 16:27
Membership Request Approved Audit		Kirwan, Deirdre	22-09-2015 15:07

Select Manage Account on the screen shown below:

The screenshot shows the 'My Account' page. At the top, there is a breadcrumb 'Home / My Account' and a navigation bar with 'My Account' (selected), 'My Modules', and 'My Organisations'. The page is divided into two main sections: 'Profile' and 'Address'. The 'Profile' section contains fields for Title (Mrs.), First Name (Deirdre), Last Name (Kirwan), Email Address (d.kirwan@epa.ie), Section (Office of Environmental Assessment), and Position (Programme Officer). The 'Address' section contains fields for Address Line 1 (PO Box 3000), Address Line 2 (Johnstown Castle Estate), Address Line 3, County (Co. Wexford), Phone (0539160600), Mobile (0539160600), and Fax. A 'Manage Account' button is located at the bottom right of the page.

**Profile**

Title: Mrs.

First Name: Deirdre

Last Name: Kirwan

Email Address: d.kirwan@epa.ie

Section: Office of Environmental Assessment

Position: Programme Officer

**Address**

Address Line 1: PO Box 3000

Address Line 2: Johnstown Castle Estate

Address Line 3:

County: Co. Wexford

Phone: 0539160600

Mobile: 0539160600


Fax:

[Manage Account](#)

## How to change your contact details

Home / Manage Account

### Manage Account

 **Profile**


**Title**

**First Name**

**Last Name**

**Section**

**Position**

 **Address**

**Address Line 1**

**Address Line 2**

**Address Line 3**


**Post Code**

**County**

**Phone**

**Mobile**

**Fax**

 **Submit**

**Cancel**

Update your details as required and press Submit.

### Changing your email address

If you need to update your email address then please contact [eden@epa.ie](mailto:eden@epa.ie)