

### Website

# How to unsubscribe from the EASA website email and/or push notifications?

#### **Answer**

Follow the steps below to unsubscribe:

- 1. Login to your account
- 2. Click on your name on the top right and select "Manage personalisation settings"
- 3. Afterwards click "Disable all email notifications" and/or "Disable all push notifications"

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In case you want to delete your account please visit our FAQ: How to delete your EASA account for the website and community network?

#### Last updated:

01/09/2021

#### Link:

https://www.easa.europa.eu/en/faq/120757

# How to delete your EASA account for the website and community network?

#### **Answer**

To delete your EASA Website and Community network account please follow the

#### steps below:

- 1. Login to your account
- 2. Click on your name on the top right and select 'My account'.
- 3. At the bottom click 'Delete your account'
- 4. Click 'Send email to confirm EASA account deletion'.
- 5. You will now receive an email to verify your request. Please follow the instructions in the email.

Please be aware that the deletion of your EASA account will also **delete your** membership of any EASA community network you might have joined.

In case you still want to keep your account but want to receive less email/push notifications from the website please visit our FAQ: How to unsubscribe from the EASA website email and/or push notifications?

For additional information, please do not hesitate to contact us at website [at] easa.europa.eu.

#### Last updated:

06/09/2021

#### Link:

https://www.easa.europa.eu/en/fag/128382

### My account is blocked or not activated, what can I do?

#### **Answer**

If you want to login but you get the message:

"The username your [at] email.com has not been activated or is blocked."

It could be that you have not verified your email address yet, please check the following:

- In case you have just created an account, we suggest to wait at least 15 minutes.
- Please check your Spam folder, the email is send from no-reply [at] easa.europa.eu (no-reply[at]easa[dot]europa[dot]eu)
- Contact your IT department to ensure the mail filter software is not blocking the emails send from no-reply [at] easa.europa.eu (noreply[at]easa[dot]europa[dot]eu) and/or 192.254.124.43

#### Last updated:

17/12/2021

#### Link:

https://www.easa.europa.eu/en/faq/115473

# The website account verification email or email notifications do not arrive, what can I do?

#### **Answer**

If you just created an account but did not receive an email to verify your account or if you don't receive email notifications from the website, please follow the steps below:

- 1. **Verification email only:** It could be that the email is delayed, we suggest to wait at least 15 minutes.
- 2. **Verification email only:** In case you don't verify your account immediately you will receive a reminder email after 2 days. After 3 days your account request will be removed and you would need to start again.
- 3. Please check your Spam folder, the email is send from no-reply [at] easa.europa.eu and for verification emails it will have as subject "Verify your email address Finish EASA account creation"
- 4. Contact your IT department to ensure the mail filter software is not blocking the emails send from no-reply [at] easa.europa.eu (no-reply[at]easa[dot]europa[dot]eu) and/or 192.254.124.43

#### Last updated:

12/06/2022

#### Link:

https://www.easa.europa.eu/en/faq/115472

### I have forgotten my password, how can I reset my password on the EASA website?

#### **Answer**

You can reset your password by going to the <u>reset password</u> page and enter the email address of your EASA website account.

#### Last updated:

18/01/2023

#### Link:

https://www.easa.europa.eu/en/faq/137482

#### How can I change my email address used on the EASA website?

#### **Answer**

To change your email address you should follow the steps below:

- Login to your account
- Click on your name on the top right
- Click on 'my account'
- Click on 'edit profile'
- Enter your current password and new email address
- A confirmation email will be send to your **new email address**.
- Click on the confirmation link in the email
  - It's important that this confirmation link is opened in the same internet browser which you are logged in with.

#### **Last updated:**

18/01/2023

#### Link:

https://www.easa.europa.eu/en/faq/137483

# How can I change the account details(organisation, title, ...) of my EASA website account?

#### **Answer**

To change your account details please follow the steps below:

- Login to your account
- Click on your name on the top right
- Click on 'my account'
- Click on 'edit profile'
- Make the needed changes to your profile and save

#### **Last updated:**

### Link:

https://www.easa.europa.eu/en/faq/137854