Create and edit your personal profile through the My Profile tool. Filling out your profile is optional, but this feature is a great way to get to know other users. If you are not comfortable revealing certain information about yourself, simply leave the profile or a particular field blank. Your profile information may be available through the Classlist and ePortfolio presentations. Your profile picture may be shown next to your discussion posts, name in classlists and ePortfolio contributions.

Find profile settings link

In the top right corner there is a square box with your name right next to it. When clicked, this box becomes a drop down menu.
Click profile hyperlink

Click on the link that says Profile in the drop down menu to access the Edit My Profile screen.

Click on hyperlink that says Profile in order to access your profile.
Edit profile

Once you click on the profile tab, the Edit My User profile screen will appear, here you are able to fill in the information.

![Edit My User Profile](image-url)
Upload a picture (optional)

You are also able to upload a picture from your desktop to set as your profile picture. Click the Change Picture button located towards the upper middle of your Edit My User Profile page.

To Upload a picture, click Change Picture button.
Upload a picture (cont.)

Once you click the Change Picture button, a screen pops that allows two different methods for uploading a picture.

1. Click on My Computer button to search for pictures in your computer folders

2. Either click upload or Drag and Drop a picture here from your desktop
Upload a picture (cont.)

To upload a picture through the drag drop method, open the folder containing the desired picture on your desktop. Once this is completed, drag the picture to the dashed textbox as illustrated below. Then click on the add button.
Upload a picture (cont.)

Another way to upload a picture is by clicking the upload button, a window containing the folders on your computer opens up. Locate the picture you wish to upload using this window.

1. Click upload to search for your picture
2. Locate the photo in your folder
3. Double click on your picture
Upload a picture (cont.)

We now see our picture in the Select a Profile Picture window.

Click Add button to upload picture
Save profile

Once you are done editing your profile, click the Save and Close button. This button will save the changes you have made and take you back to your My Home page.