

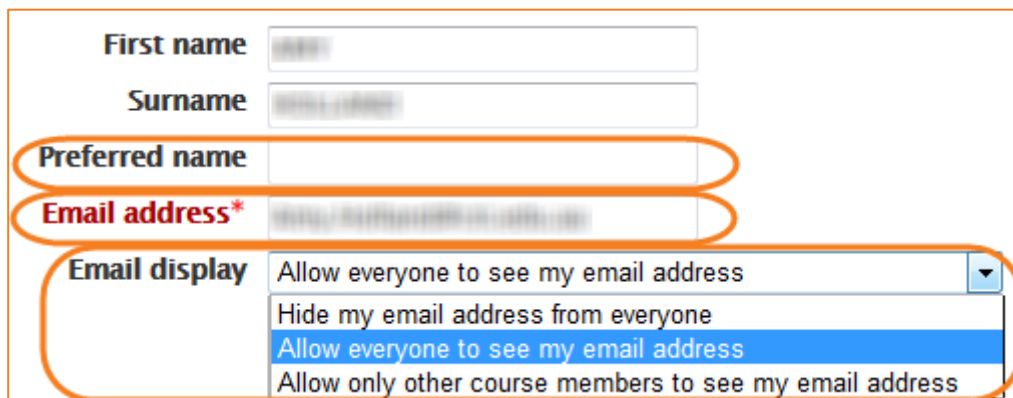
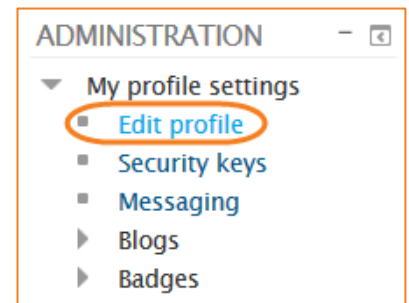
## Updating Your Profile

This learning guide explains how to edit your profile. The following are reasons to update your profile. Your profile:

- Allow emails regarding student activity in eLearn to come to your preferred email address
- To give the students contact information about the teacher
- To establish a teacher “presence” in the online subject environment

### Updating your profile

1. From your eLearn home page, in the **Administration** block on the right, expand **My profile settings** and click on **Edit profile**.
2. From this screen you can edit your email address, add a preferred name, make your email address visible to your students and other teachers, and give yourself a description and picture.



The form contains the following fields:

- First name: [text input]
- Surname: [text input]
- Preferred name: [text input]
- Email address\*: [text input]
- Email display: [dropdown menu with options: Allow everyone to see my email address, Hide my email address from everyone, Allow everyone to see my email address, Allow only other course members to see my email address]

- Add in your preferred name to the **Preferred name** box.
  - Type your email address into the **Email address** box.
  - Click the down arrow next to **Email display** and choose to either hide your email address, allow all users to see it, or allow only course members to see it.
  - Scroll down and add a **Description** of yourself.
  - Scroll down to **User picture**, click on the **Add** icon next to **New picture**. This will bring up the File picker. Click on **Upload a file** on the left, **Browse** and find your image. To add this file, click Upload this file. and browse to find your image.
3. Now click **Update profile** and you have finished. You may get a message about your email address verification; this is just the system making sure you have put the correct address in. Click on the link in your email to confirm.

