



Account Information: MY PROFILE – Version 8.1

Learner Users

This tutorial will review My Profile in Account Information.

The user's My Profile may be accessed by clicking on Account Information on the left-hand navigation bar of the Home dashboard.

MY PROFILE:

Header #1 – USER TYPE

From this panel the user will view their user type (Learner, Admin, Instructor, etc.), the user's name, and the user's profile picture will show on to the right. Note: the user's profile picture may be edited under the third header called "Profile".

Header #2 – ACCOUNT

From this panel the user will view their Title, Suffix, First Name, Middle Name, Last Name, Email, Language. To edit the site's main tools into another language, Learner users may select the language options from the dropdown menu. Once selected, the new language will appear on the site when the user has logged out and back in again. Note: The edit icon to the right may be selected to edit each of the areas below. Click "SAVE" to update all information.

Header #3 – PROFILE

From this panel the user may view their Gender, Race, Bio, and Profile. Note: The edit icon to the right may be selected to edit each of the areas below. Click "SAVE" to update all information.

Header #4 – ATTACHMENTS

Note: The edit icon to the right may be selected to upload attachments to the profile by browsing to their computer and saving.

Header #5 – ADDRESS

From this panel the user may view their Address, Address #2, City, State, Zip, Country, Home Phone, Work Phone and Cell Phone. Note: The edit icon to the right may be selected to edit each of the areas below. Click "SAVE" to update all information.

This concludes the My Profile tutorial.

