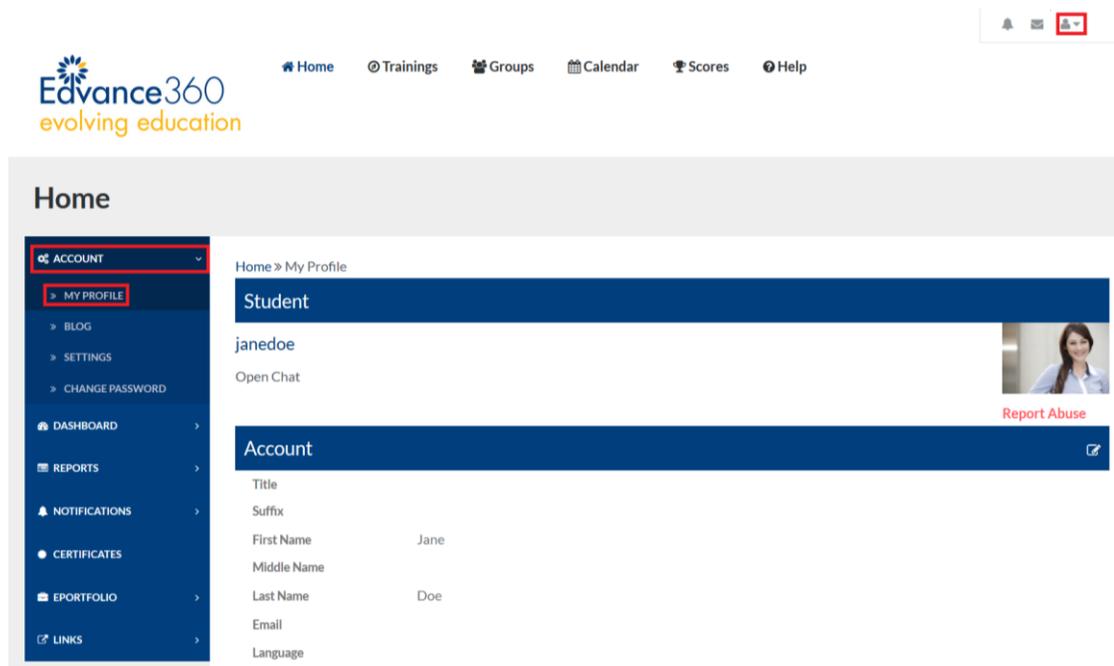


Account Information: My Profile

My Profile

This tutorial will review My Profile in Account Information. Note: The availability of certain features depends on how your site administrator has configured your site.

1. **Login** to Edvance360
2. Navigate to **My Profile**. There are two methods: (1) Select **person icon** in top right-hand corner > **Profile** or (2) From **Homepage** select **Account** > **My Profile**

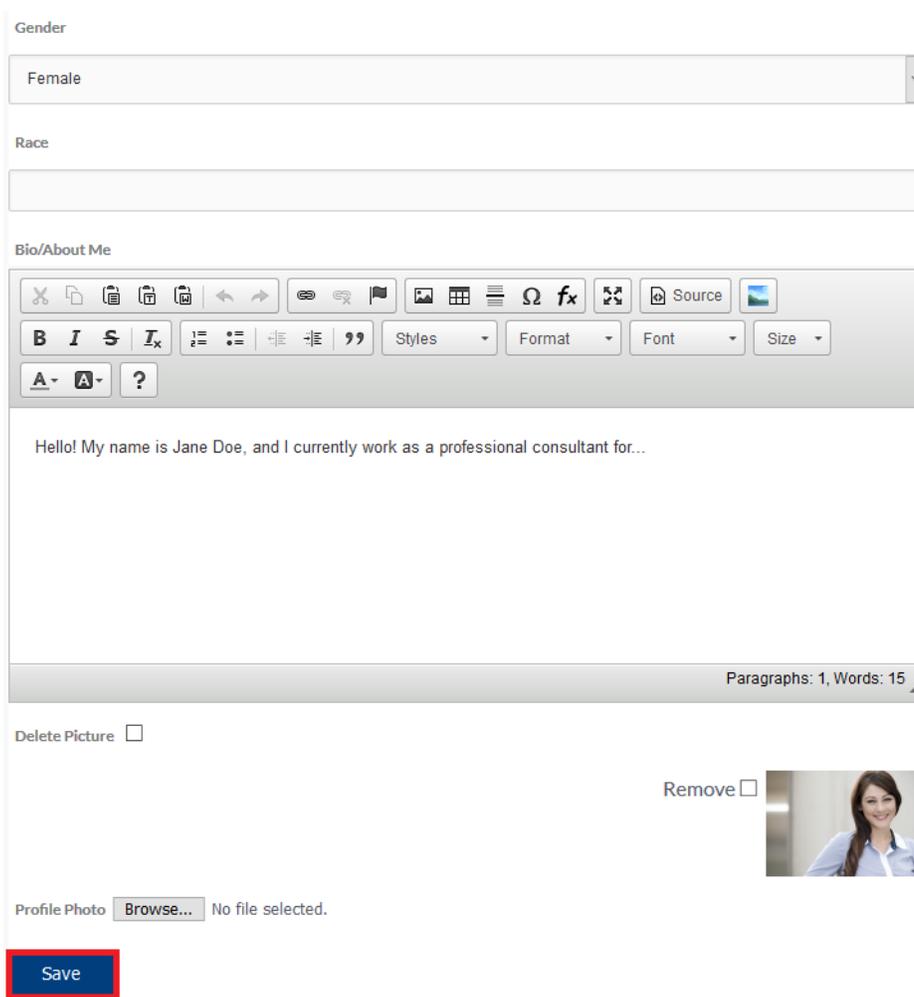


QuickStart Guide: Account Information: My Profile

3. To edit any section select the **edit icon** to the right in the heading



4. After selecting the edit icon a popup will open allowing users to enter or update information. To Save or Update information select **Save**.

A form for editing profile information. It includes a "Gender" dropdown menu with "Female" selected, a "Race" text input field, and a "Bio/About Me" section with a rich text editor. The bio text reads: "Hello! My name is Jane Doe, and I currently work as a professional consultant for...". Below the bio is a "Delete Picture" checkbox and a "Remove" checkbox next to a profile photo of a woman. At the bottom, there is a "Profile Photo" section with a "Browse..." button and the text "No file selected." A blue "Save" button is highlighted with a red box at the bottom left of the form.

5. User Type Section

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". Open Chat displays the users current online in your network.



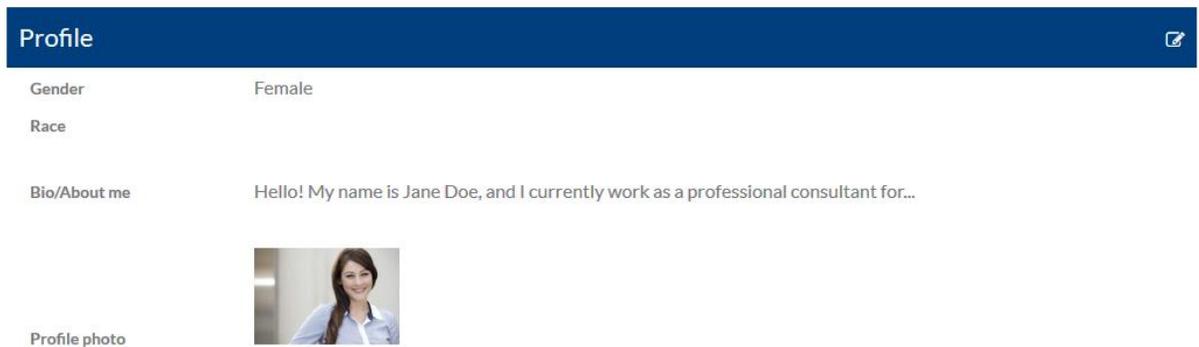
6. Account Section

From this panel the user will view their Title, Suffix, First Name, Middle Name, Last Name, Email and Language.



7. Profile Section

From this panel the user may view their Gender, Race, Bio, and Profile. Note: Recommended profile photo size is 64x64 px.



8. Attachments Section

Upload attachments to your profile by browsing to your computer and uploading a document or image.



9. Address Section

From this panel the user may view their Address, Address #2, City, State, Zip, Country, Home Phone, Work Phone and Cell Phone.

Address		
Address		
Address 2		
City		
State		
Zip		
Country	US	
Home Phone		
Work Phone		
Cell Phone		