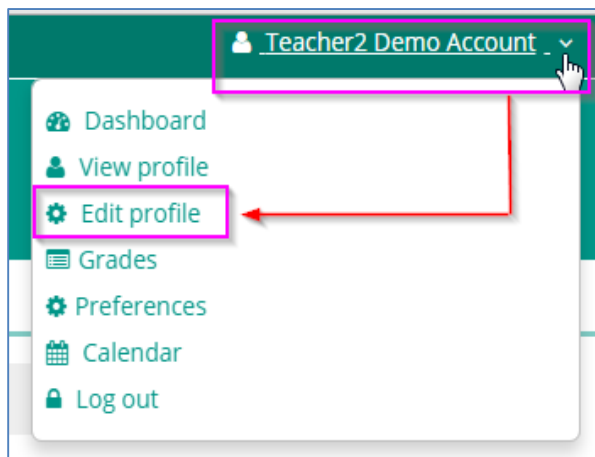




## Editing Your Profile

Now that you have logged on to your E-learning System, it is advised that you edit your profile. Editing your profile will allow you to become familiar with the options available to you in order to personalize your environment. Also, you can upload your picture.

1. To edit your profile, simply hover your mouse over your name located at the upper right corner of the screen and then select “Edit Profile.” You will be directed to your profile page. Change the dummy email address to your personal email address.



Teacher2 Demo Account

General

First name\*

Surname\*

Email address\*

Email display

City/town

Select a country

Timezone

2. After you have edited your personal details, you can upload your picture; add your interests, mobile number and other email addresses.

User picture

Current picture

New picture

Maximum size for new files: 200MB, maximum attachments: 1

You can drag and drop files here to add them.

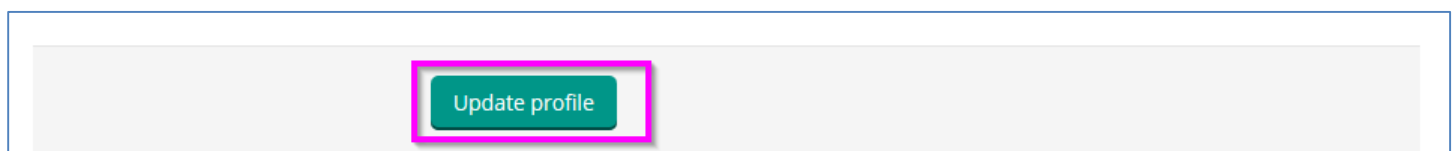
Picture description

Additional names

Interests

Optional

3. When you are done editing your profile, click the “Update Profile” button at the bottom of the page to save your changes.





# Miriam College

INFORMATION AND COMMUNICATIONS TECHNOLOGY OFFICE

4. A message will appear to confirm that you are changing your email address. Click “continue” button to allow the system send email confirmation.

## Teacher2 Demo Account

You have requested a change of email address, from [redacted]@gmail.com to teacherdemo@gmail.com. For security reasons, we are sending you an email message at the new address to confirm that it belongs to you. Your email address will be updated as soon as you open the URL sent to you in that message.

Continue



Note: You need to open the email confirmation and click the confirmation link to successfully change your email address.

**End of procedure.**

