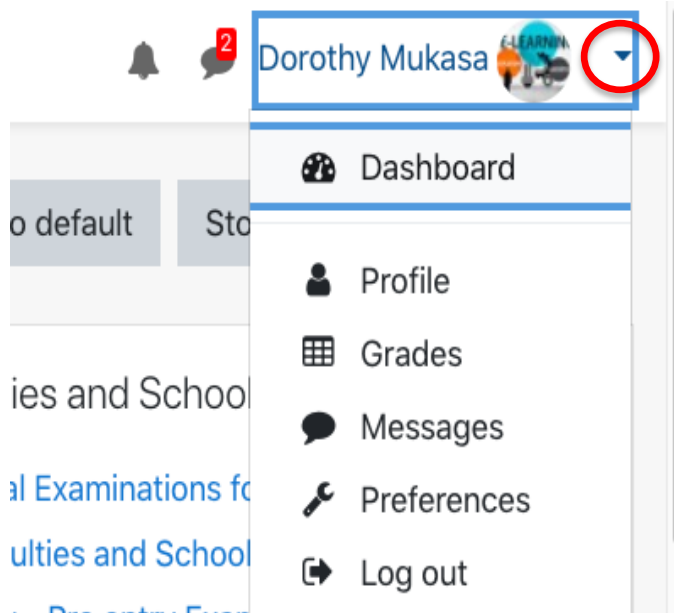
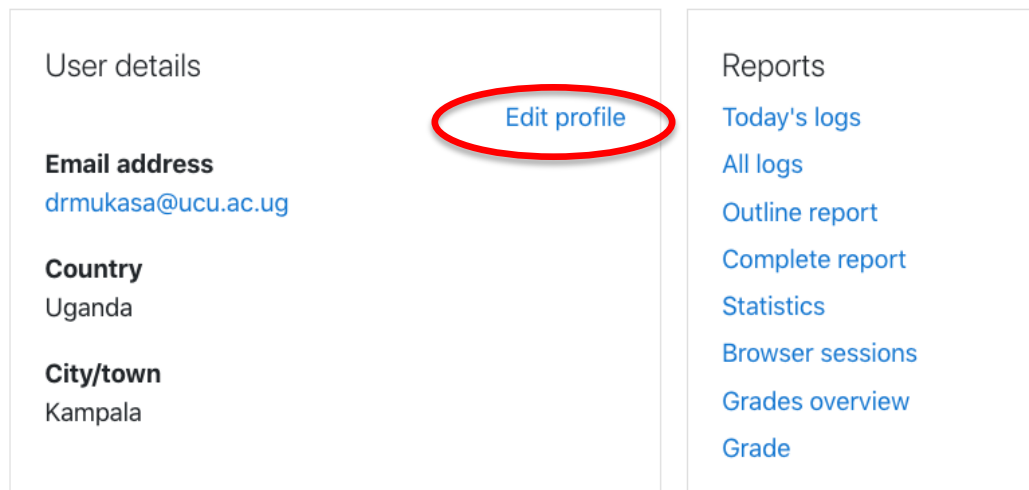


Edit Your Moodle User Profile

1. In the top right of the screen, click the down triangle to the right of your name, and select **Profile**. This opens your Profile page.



2. In the User details box, click **Edit profile** link to the right to update your information.



On the Edit profile page, complete as much information as you would like to be shared across the platform.

Edit profile

► [Expand all](#)

▼ General

Username	<input type="text" value="drmukasa@ucu.ac.ug"/>
Choose an authentication method	LDAP server
	<input type="checkbox"/> Suspended account
New password	Click to enter text
	<input type="checkbox"/> Force password change
First name	<input type="text" value="Dorothy"/>
Surname	<input type="text" value="Mukasa"/>
Email address	<input type="text" value="drmukasa@ucu.ac.ug"/>

Email display Allow everyone to see my email address

City/town

Select a country

Timezone Africa/Kampala

Preferred theme

Description

Moodle auto-format

▼ User picture

Gravatar has been enabled for this site. If you don't upload a profile picture Moodle will attempt to load a profile picture for you from Gravatar.

Current picture



3. To add a profile image, in the New picture box, either click or drag and drop files to upload a picture. Click **Update profile** when you are finished.

New picture ? Maximum file size: Unlimited, maximum number of files: 1

Accepted file types:
Image files to be optimised, such as badges .gif .jpe .jpeg .jpg .png

Picture description

▶ [Additional names](#)

▶ [Interests](#)

▶ [Optional](#)

Things to note when updating the user profile

1. Your username and email address are already filled in, and you cannot change them, as they are linked to other information with UIS.
2. Email display allows you to choose who can see your email address. Your choices are to hide your email from everyone, allow only the people in your classes to see it, or display it for everyone who logs in to the site. If you choose to hide your email from other people, they will not be able to send you email directly from Moodle.
3. After setting your city and country, you can choose your preferred language. Setting your language here makes it your default language for all pages.
4. The time zone setting can be very important, especially if you're working with an international audience or will be traveling and accessing the system. Be sure to set the time zone to your local time,

not the server's local time.

5. The description box gives you a place to tell your Moodle community a little about yourself, though it is not required.