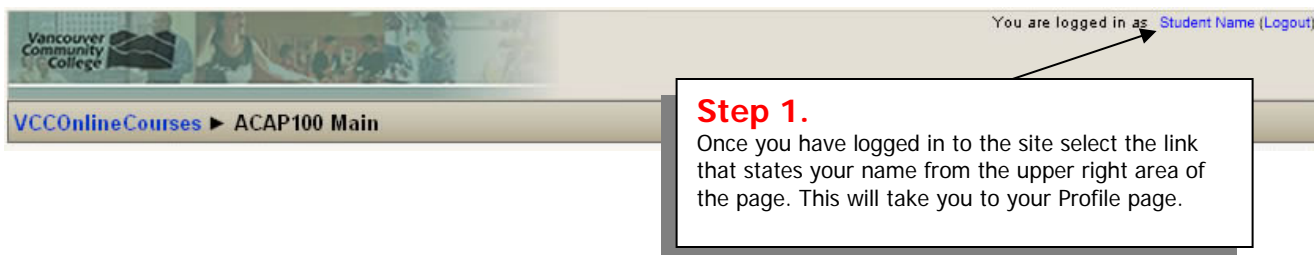
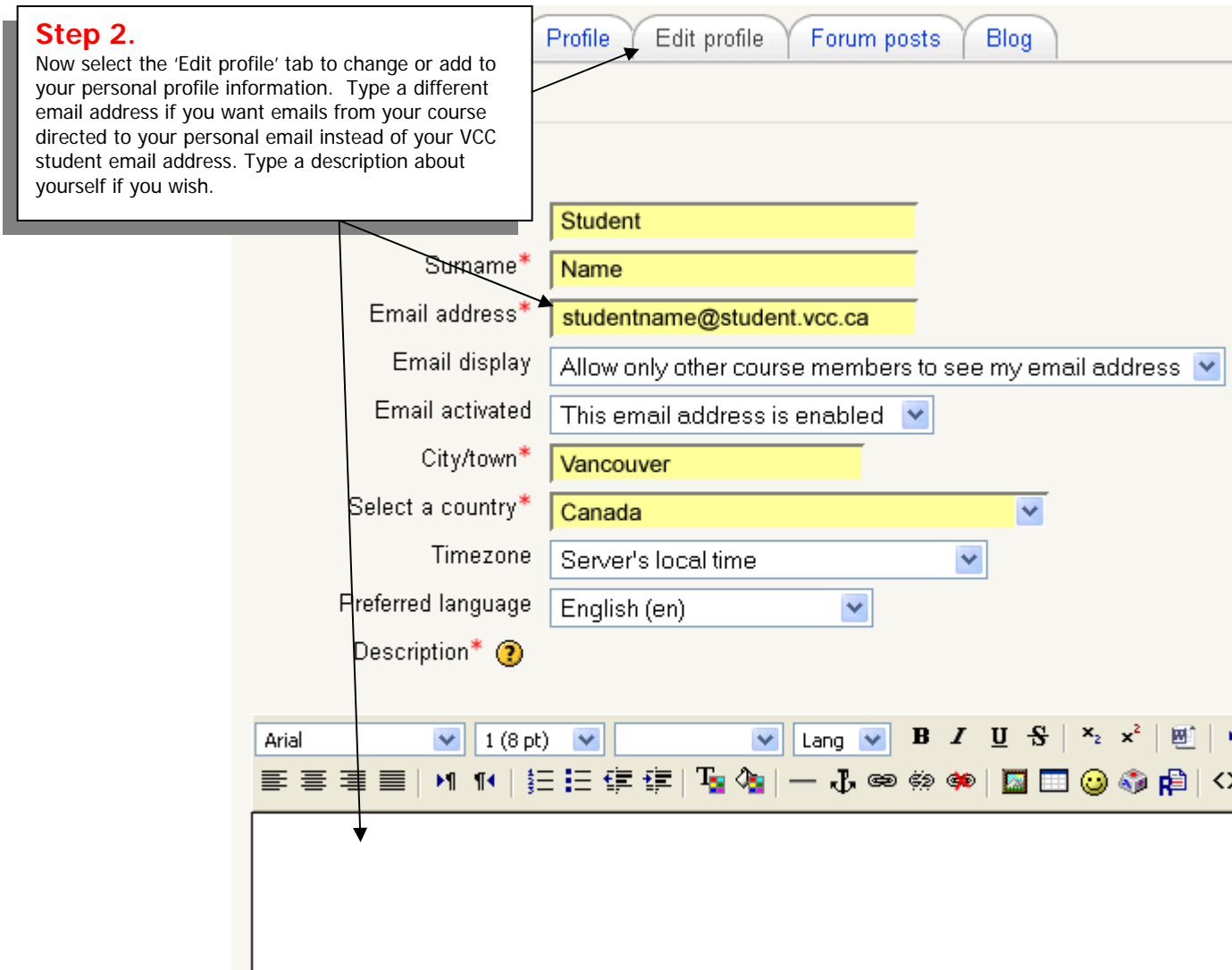


Please update your personal information so that we can all get to know a little bit about each other. Don't forget that this is no different than a regular classroom and your information will only be available to your instructor and peers.

Update your personal profile as follows:



Step 1.
Once you have logged in to the site select the link that states your name from the upper right area of the page. This will take you to your Profile page.



Step 2.
Now select the 'Edit profile' tab to change or add to your personal profile information. Type a different email address if you want emails from your course directed to your personal email instead of your VCC student email address. Type a description about yourself if you wish.

The screenshot shows the 'Edit profile' form with the following fields:

- Student: [Text box]
- Name: [Text box]
- Surname*: [Text box]
- Email address*: [Text box containing studentname@student.vcc.ca]
- Email display: [Dropdown menu: Allow only other course members to see my email address]
- Email activated: [Dropdown menu: This email address is enabled]
- City/town*: [Text box containing Vancouver]
- Select a country*: [Dropdown menu: Canada]
- Timezone: [Dropdown menu: Server's local time]
- Preferred language: [Dropdown menu: English (en)]
- Description*: [Rich text editor with a help icon]

The rich text editor toolbar includes options for font (Arial), size (1 (8 pt)), language (Lang), bold (B), italic (I), underline (U), strikethrough (ABC), subscript (x₂), superscript (x²), bulleted list, numbered list, link, unlink, image, table, smiley, and other icons.

The screenshot shows a web form for updating a profile. It includes a 'Picture of' section with a 'Current' image placeholder, a 'New picture (Max size 5 MB)' upload area, and a 'Picture description' text box. Below this is an 'Optional' section. At the bottom of the form is an 'Update profile' button. A callout box titled 'Step 3.' is overlaid on the right side of the form, containing instructions to upload a personal image and a reminder to click the 'Update profile' button.

Step 3.
Upload a personal image to replace the default "Happy face".
Be sure to select the 'Update profile' button to save your changes.

Step 4.

Once completed, use the "Bread crumb" links at the top of your page to navigate back to:

Course Menu > Course Page

[VCCOnlineCourses](#) ▶ [ACAP100 Main](#) ▶ [Participants](#) ▶ S00012345