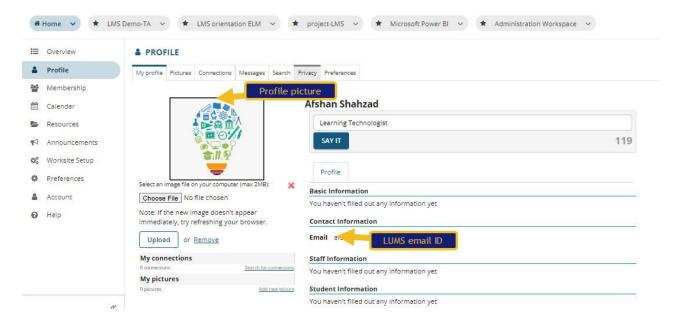
HOW DO I UPDATE MY PROFILE SETTINGS?

Your **Profile** is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings.



By default, the profile will have your email address. All other Profile fields are optional.

- Select the **Profile** tool from the Tool Menu in the Home area.
- Mouse over the image area and select **Change picture** to upload a new photo.
- Click the **Choose File** button to browse your computer for a new image.
- Once you have located the image you would like to use, select it and click **Open**.
- The filename of the picture you selected will appear listed. If this is correct, click the **Upload** button.
- Your profile picture has been updated! This is the image that will display throughout LMS when users view your profile. It is visible in places such as the Forums tool when you post messages and the Roster tool in your sites.