

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.

The screenshot displays the LMS Profile settings interface. At the top, there are navigation tabs: Home, LMS Demo-TA, LMS orientation ELM, project-LMS, Microsoft Power BI, and Administration Workspace. The left sidebar contains a menu with options: Overview, Profile (selected), Membership, Calendar, Resources, Announcements, Worksite Setup, Preferences, Account, and Help. The main content area is titled 'PROFILE' and has sub-tabs: My profile, Pictures, Connections, Messages, Search, Privacy, and Preferences. The 'My profile' tab is active, showing a profile picture placeholder with a 'Profile picture' label and a 'Choose File' button. Below the placeholder is a note: 'Select an image file on your computer (max 2MB):' and 'No file chosen'. There are 'Upload' and 'Remove' buttons. To the right, the user's name 'Afshan Shahzad' is displayed, followed by a 'Learning Technologist' title and a 'SAY IT' button with the number '119'. Below this are sections for 'Basic Information', 'Contact Information', 'Staff Information', and 'Student Information', each with a 'You haven't filled out any information yet' message. The 'Email' field in the 'Contact Information' section is highlighted with a yellow box and labeled 'LUMS email ID'.

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.