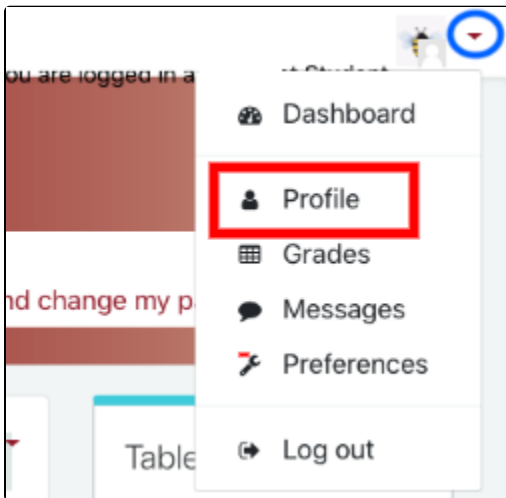# Updating "My Profile" (Moodle)

My Profile is divided into blocks that include: **"User details"**, **"Miscellaneous"**, **"Reports"** and **"Login activity"**. By updating your Moodle profile preferences you can set how you receive forum posts, choose how you communicate with other students on course related topics, upload a graphic or picture, etc.

1. To manage profile settings, including your grades *(if the instructor has enabled this function)* click on the drop down menu adjacent to your name in the breadcrumb bar at the right side of your screen and select **"Profile"**.

2. Any field with a red asterisk is required information. You will not be able to save this screen if any of the required fields are empty. Click on **Edit Profile** to manage the following:
   - **Email:** Select who will see your email address.

   > **Note:** Leave your email address as xxxx.@edu.selkirk.ca. The College has provided this email address for your course work and this is how your instructors will be sending course-related communications.

   - **City/Town:** required field. Enter your city/town name.
   - **Select a country:** required field. Select the country in which you reside.
   - **Timezone:** accept the default.
   - **Description:** enter information about yourself which will then be displayed on your profile page for others to view.
   - **User Picture:** optional. You may upload a graphic or picture here. Click on **"Add..."** to select an appropriate image/graphic from the files on your computer or drag and drop your image into the area surrounded by a dotted line.
   - **Additional Names:** complete this section if appropriate.
   - **Optional:** add your Student Number. Selkirk College does not recommend students entering personal ID, phone numbers or addresses in these fields.

3. Click **"Update profile"** to save changes.