

## Set Your Profile on moodle

Site location: <http://portalotc.mrooms2.net/>

### Setting Up Your Profile:

**Finding your Profile:** Once you have logged in, look for your name next to the "Logout" link near the top right corner of any main page--then click on your name. You will see your current "profile" (personal information about yourself) that you share with the Moodle community.

**To Change Your Password:** At the bottom of your first profile page, click on the "Change password" button. Fill in your new password in both of the "New password" boxes. Then click on the "Save Changes" button.

#### Basic Profile:

To change your profile, click on the "Edit Profile" tab on your first profile page. Several of the fields have already been set up for you. However, the following are some you may want to change.

**Email display:** allows you to determine how to share your email address with others in this Moodle environment.

**City/Town:** enter in your location.

**Description:** feel free describe yourself as you would like others to know you.

**Adding a Profile Picture:** Browse to the picture you want for your profile. For best results choose a picture cropped to approximately 100 x 100 pixels at 72 dpi. Be sure to add your name in the "Picture description" field, and then click on the "Update profile" button. You may need to refresh your browser to see your updated picture.

### Advanced Profile Settings:

To further customize your Moodle experience, from the Edit Profile page, click on the "Show Advanced" button at the top or bottom of the page. Some of the more important additional options are the following:

**Email format:** choose the setting you want for receiving messages.

**Email digest type:** allows you to choose if you'd like a digest of forum post delivered via email.

**Forum auto-subscribe:** Set to "Yes ..." to elect to receive postings via email or "No ..." to stop them.

**Forum tracking:** Set to "Yes ..." to allow you to easily see new unread posts.

#### Optional:

If you'd like to share more information about yourself and other ways of communicating, feel free to add in any of the following fields:

Webpage  
Various IM ids  
Institution  
Department  
Phone  
Phone  
Address

#### Finishing up:

When you have completed your profile page, click on the "Update profile" button at the bottom of the page for your changes to take place. Otherwise, your profile updates will be lost.