Profile Settings

Access Profile Settings

1. Locate your name in the top right hand corner of any Moodle page.
2. Click on your name and click **Profile** to view your Moodle user profile.
3. You have the ability to edit your user profile. Under the **User Details** section, click **Edit Profile**. Please note that not all of the fields mentioned below may be available to you.

E-mail Display

- **Hide my email address from everyone:** No one sees your e-mail address, including people in your course.
- **Allow everyone to see my email address:** Everyone sees your e-mail address, even those NOT in your course.
- **Allow only other course members to see my email address:** Only members of the course see your e-mail address (including site administrators).

User Picture

You may add or update your user picture on this page. **Every student should upload a picture to their profile. This photo should be a "selfie" or portrait of yourself. Adding a picture to your profile helps your instructor and classmates get to know you.**

Other Items

You may have the option to add a description about yourself, additional names, city/town information, or social media account information. It is up to you whether you would like to share this information with your instructors and classmates.

Moodle User Profile: How to Change Your Password

You may wish to change your password to something more personal or easier to re-member. These steps will help you change your password quickly and simply.

1. Log in to the Moodle portal.
2. Click your name at the top right corner of the page and se-lect **Preferences.** Under **User Account,** click **Change Password**.

Preferences

User account

Edit profile
Change password
Preferred language
Forum preferences
Editor preferences
Course preferences
Calendar preferences
Security keys
Message preferences
Notification preferences

3. The **Change Password** page will come up. Locate the **Current Password** field on the page. Type in your existing password.
4. Locate the **New Password** and **New Password (again)** fields. Type in your new password in both fields (they must match).
5. Click **Save Changes.**