

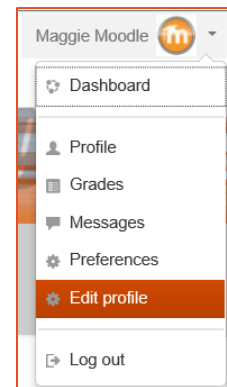
# Tips for Setting Up Your Profile

## Overview

Your Moodle Profile is a way to introduce yourself to your classmates and instructor. Below are the steps to edit your Moodle Profile.

## Step 1 – Edit Your Profile

Click your name in the top-right corner of the Moodle course home page and click **Edit profile** as shown to the right.



## Step 2 – Check Your Name

Your name and email address should already be filled in. If your name is incorrect, first verify that it is correct on WebAdvisor. If not, then contact the registration office. If it is fine on WebAdvisor but not in Moodle, send an email with your full name, the name correction, and your student ID number to **helpdesk@southeast.edu**. For identification reasons, you are not able to change your name in Moodle yourself.

You can add an alternate name, if you choose. For example, if your name is Robert and you prefer "Bob," you can add that preferred name since your given name cannot be changed. **Do not use this area for nicknames.** Keep your Moodle Profile professional and appropriate.

## Step 3 – Check Your Email Address and Settings

Make sure your email address is correct.

- B** You **CAN** change your email address if it is incorrect. It is recommended that you change this to your `fname.lname@my.southeast.edu` email address if it is not already.
- B** Under the **Email display** setting, it is recommended that you choose "Allow only other course members to see my email address."

## Step 4 – Default Settings

Recommendations for some of the other default settings are as follows:

- B** Your city/town and country should be filled in. If not, you can fix those. Both are required fields and cannot be left blank. You can set to your campus location if you don't want to share your actual city/town.
- B** You are welcome to add a brief description of yourself. You can add your interests, but keep in mind that your instructor and all students will be able to see these things. Keep it appropriate and professional.

## Step 5 – Optional Additional Settings

To add a picture of yourself, click the **User picture** link to expand that section. Then click the **Add file** button that is shown to the right. From there you can use the **Browse** button to browse for a picture on your local computer and upload it. Choose a small file about 72x72 pixels. You can only upload one file. To change your profile picture, you'll have to delete the original first. Make sure any picture you upload is a professional representation of you.



You can add interests and optional web information if you choose, but remember that everyone can view your profile information, so don't share too much personal information.

## Step 6 – Update Profile

When you have made all your changes, click the **Update profile** button.

Remember that your profile is global and stays with you, not the course. Therefore, after you set it up once, it is set up for all courses that you are enrolled in.