ADDING PROFILE INFORMATION

Your profile area stores your contact and personal information. Each of the profile fields can be considered separate artefacts which you can add independently to your profile page or any portfolio page. This means that you can reveal as little or as much information about yourself to others as you wish.

The default tab for the **'Profile'** option is the **'About me'** tab.

Enter the following details:

First and Last name: Enter your first and last name in here.

Display name: Enter your full name. (This is the name that people will look for when searching for you).

Introduction: Write something about yourself.

Profile ⓘ

About me   Contact information   Social media   General

Fields marked by '' are required.*

Please go to your Profile page to arrange the information you wish to display to other users.

Enter your real first and last name here. If you want to show a different name to people in the system, put that name in as your display name.

First name *

Last name *

Student ID

Display name   ⓘ

Introduction

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Save profile

Profile pictures

From the **'Profile pictures'** tab you can browse and upload images to use as your profile pictures.

Click on: Profile pictures

Click on **Choose File** and find the picture that you would like to use.

Once you have selected your picture, click on Upload.

NB: Images must be between 16x16 pixels and 1024x1024 pixels in size.

Updated 02/02/2017

Your picture will upload into the Profile Pictures area.

Click on the **Default** radio button next to the picture you would like to use.

IMAGE	IMAGE TITLE	DEFAULT	DELETE
	LogoMahara.png	⦿	☐

Then click on [✔ Set default].

Updated 02/02/2017