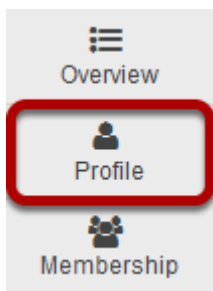


How do I set up my profile?

Your Profile is available in all of your sites throughout the system. It contains information about you, such as status messages, your photo, biography, contact information, social networking information, and privacy settings. Some institutions update fields in the Profile automatically when user accounts are created. Typical institutional updates include the user photo and email address. All Profile fields are optional. Visibility of information in your Profile can be controlled in the Profile Privacy tab.

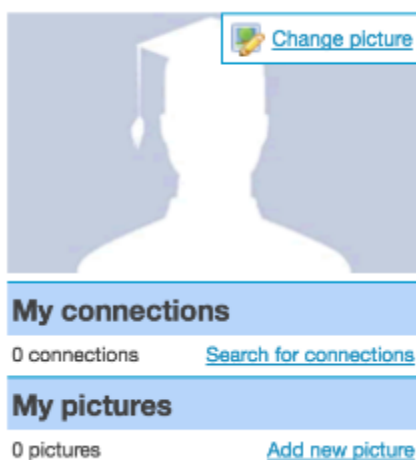
Note: Some Profile options may be locked or unavailable depending on institutional settings.

Go to Profile.




Select the **Profile** tool from the Tool Menu in My Workspace.

Changing Your Picture



Mouse over the image area and select **Change picture** to upload a new photo.

Select a new picture and upload.



Select an image file on your computer (max 2MB): ✖

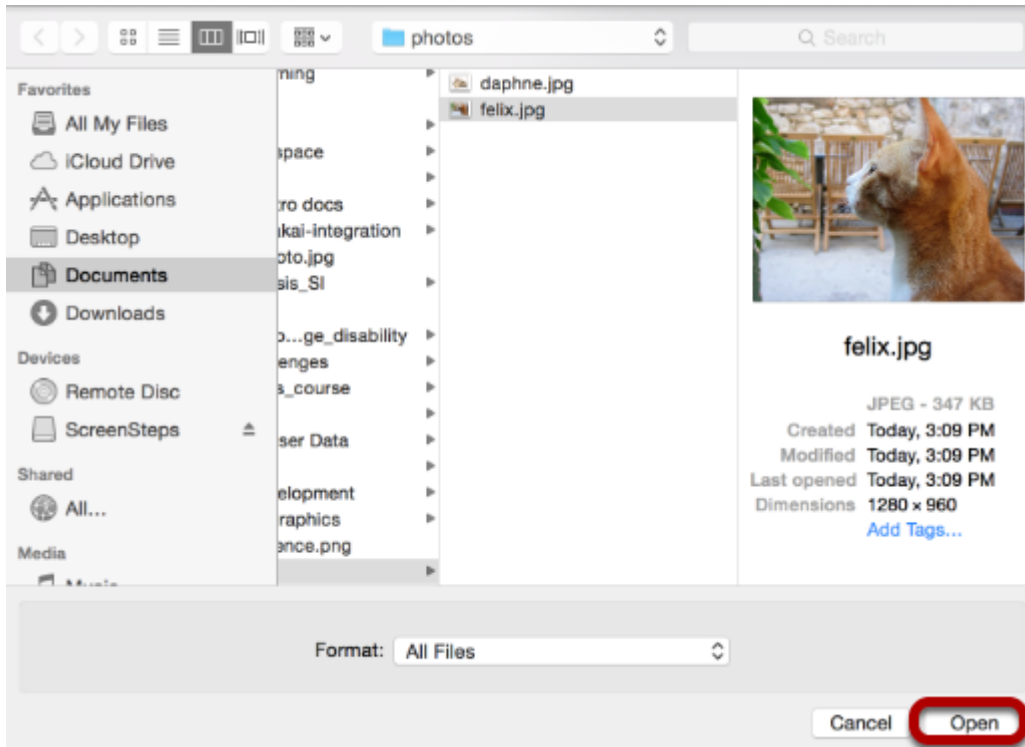
Choose File

Note: If the new image doesn't appear immediately, try refreshing your browser.

Upload

Click the Choose File button to browse your computer for a new image.


Select your new picture.



Once you have located the image you would like to use, select it and click **Open**.

Note: Your image must be in a web-friendly format (such as .jpg, .gif or .png) and 2 MB or less in file size.

Upload your new picture.



Select an image file on your computer (max 2MB): ✖

Note: If the new image doesn't appear immediately, try refreshing your browser.

My connections

The filename of the picture you selected will appear listed. If this is correct, click the **Upload** button.

Picture updated.

MY PROFILE

PICTURES

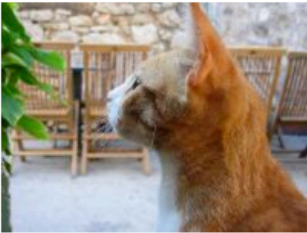
CONNECTIONS

MESSAGES

SEARCH

PRIVACY

PREFERENCES



My connections
0 connections [Search for connections](#)

My pictures
0 pictures [Add new picture](#)

student02

Say something [Say it](#)

[Profile](#) [Wall](#)

Basic Information

You haven't filled out any information yet

Contact Information

Email heatherrvalli@gmail.com

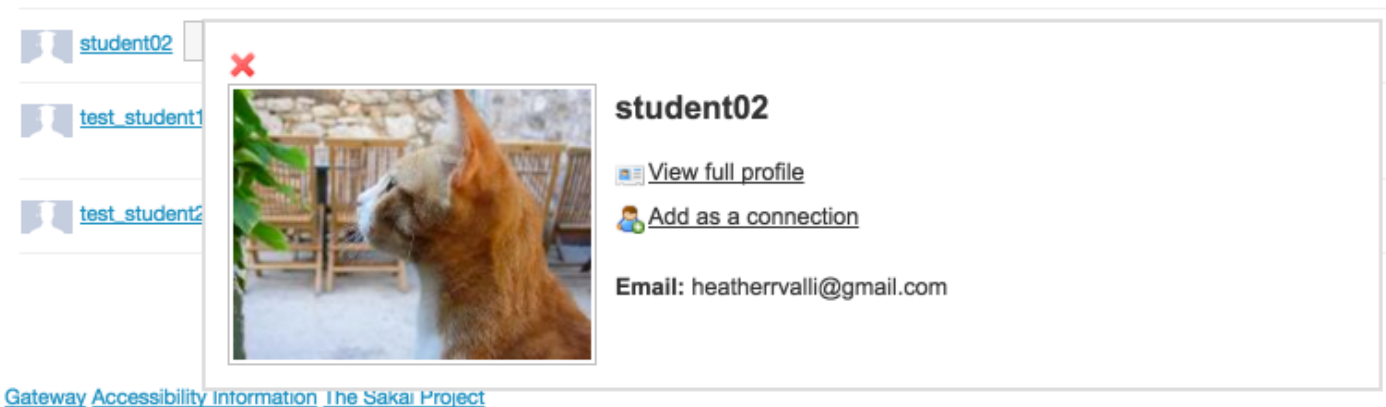
Staff Information

You haven't filled out any information yet

Your profile picture has been updated! This is the image that will display throughout Sakai when users view your profile. It is visible in places such as the Forums tool when you post messages and the Roster tool in your sites.

NOTE: Your profile picture and other information added to the Profile tool will not be visible to other Sakai users at your institution until you update your profile's privacy settings. This article will get you started: https://sakai.screenstepslive.com/s/sakai_help/m/50750/l/464132-how-do-i-change-my-privacy-settings

Example of profile image display in Roster.



student02

test_student1

test_student2

student02

View full profile

Add as a connection

Email: heatherrvalli@gmail.com

[Gateway Accessibility Information](#) [The Sakai Project](#)

Editing your information.

student02

Say something

Say it

Profile

Wall

Basic Information

You haven't filled out any information yet

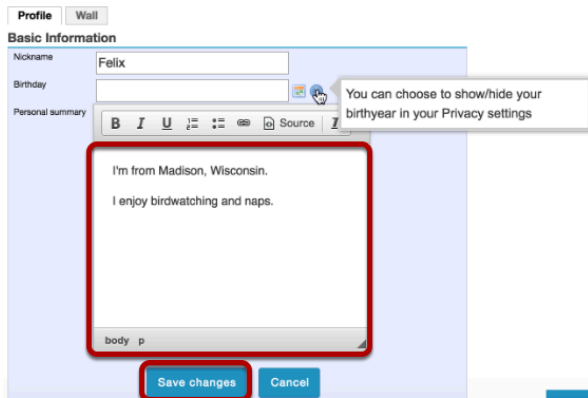


Contact Information

Mouse over the right side of information each section near the horizontal rule to display the editing option.

Click on the **Edit** link to modify or add your information.

Basic Information.



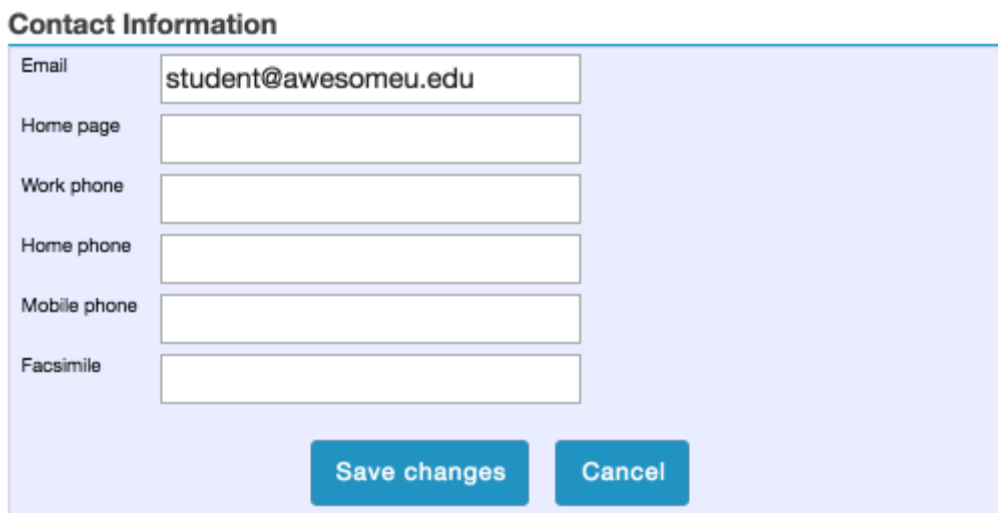
The screenshot shows a web interface for editing a profile. At the top, there are tabs for 'Profile' and 'Wall'. Below them is the 'Basic Information' section. It includes a 'Nickname' field with the value 'Felix', a 'Birthday' field, and a 'Personal summary' field. The 'Personal summary' field is a rich text editor containing the text 'I'm from Madison, Wisconsin.' and 'I enjoy birdwatching and naps.' A red box highlights the rich text editor. A tooltip above the editor says 'You can choose to show/hide your birthyear in your Privacy settings'. At the bottom of the form are 'Save changes' and 'Cancel' buttons.

Enter a brief personal statement under **Basic Information** so that other system users can get to know a little bit about you, and then click **Save changes**.

The [Rich Text Editor](#) is available to you here, in case you would like to format your text.

Note: Remember that all fields are optional. You may also choose to show/hide some information in your Privacy settings.

Contact Information.



The screenshot shows a web interface for editing a profile. At the top, there is a 'Contact Information' section. It includes a 'Email' field with the value 'student@awesomeu.edu', a 'Home page' field, a 'Work phone' field, a 'Home phone' field, a 'Mobile phone' field, and a 'Facsimile' field. At the bottom of the form are 'Save changes' and 'Cancel' buttons.

Often, the user's college email address is automatically populated in this area. If it is not, or if you prefer an alternate email address, you may enter it here.

You may also choose to enter your phone and/or fax numbers if desired.

Be sure to click **Save changes** to save any changes.

Staff Information.



The screenshot shows a web form titled "Staff Information". It contains several input fields: "Position" (filled with "Professor"), "Department" (filled with "English"), "School" (filled with "Arts and Sciences"), and "Room" (filled with "208"). Below these is a "Staff profile" field with a rich text editor toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink, source, and fullscreen icons) and a large text area. Further down are "University profile URL" and "Academic/research URL" fields. At the bottom is a "Publications and conferences" field, also with a rich text editor toolbar and a large text area. At the very bottom are two buttons: "Save changes" and "Cancel".

If you are a staff member at your institution, the Staff Information section is a place to display more information about you and your role at the institution. For example, faculty members might choose to include a professional biography here, as well as information about research interests, publications, or the classes that they teach. Click **Save changes** to save any changes.

Note: The [Rich Text Editor](#) is also available to you in the Publications and Conferences field.

Student Information.





The screenshot shows a web form titled "Student Information". It contains two input fields: "Degree/Course" (filled with "Bachelor's degree") and "Subjects" (filled with "Biology major"). At the bottom are two buttons: "Save changes" and "Cancel".

If you are a student at the institution, you may enter information about your degree or program tracks here. Click **Save changes** to save any changes.

Social Networking.

Social Networking

Facebook URL	<input type="text"/>	
LinkedIn URL	<input type="text"/>	
MySpace URL	<input type="text"/>	
Skype username	<input type="text"/>	
Twitter URL	<input type="text"/>	

You may also include links to your social media accounts or contact information on social networking sites. Click **Save** to save any changes.

Personal Information.

Personal Information

Favorite books	<input type="text" value="Cat on the Edge, by Shirley Rousseau Murphey"/>
Favorite TV shows	<input type="text" value="Too Cute!, Animal Planet"/>
Favorite movies	<input type="text" value="The Birds"/>
Favorite quotes	<input type="text" value="As anyone who has ever been around a cat for any length of time well knows, cats have enormous patience with the limitations of the human kind. --Cleveland Amory"/>

You may also choose to share information about your favorite books, TV shows, movies, or quotes. Click **Save changes** to save any changes.

Tip: Users can search for connections in Profile based on common interests.