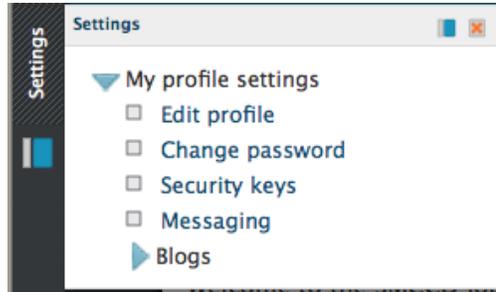


How to Edit Your Profile in WebAccess 2+

1. In the “Settings” tab on the right column, click “My profile settings,” then click “Edit profile”.



2. Some of the profile settings you might want to change are:
 - **Email digest type:** select "No digest" (unless you want daily emails).
 - **Forum auto-subscribe:** Select "No". If you subscribe yourself to forums, you will receive an email every time someone posts to the forum.
 - **Forum tracking:** Keeps track of which forum posts you've read, Select "Yes: highlight new posts for me."
 - **When Editing Text:** Choose "Use HTML editor"
 - **Description:** Enter a description for yourself, such as your title, office hours, or short bio.
 - **User picture:** (Optional) If uploaded, displays in your profile and next to forum posts and messages from you.*
 - **Interests:** You can enter a list of teaching, research, or personal interests.
- * **Before uploading your photo, you should:**
- Make sure it is a .jpg, .png, or .gif file.
 - Crop your picture so its height and width are the same (100 x 100 px is maximum display size). If you don't do this the software will do it for you.

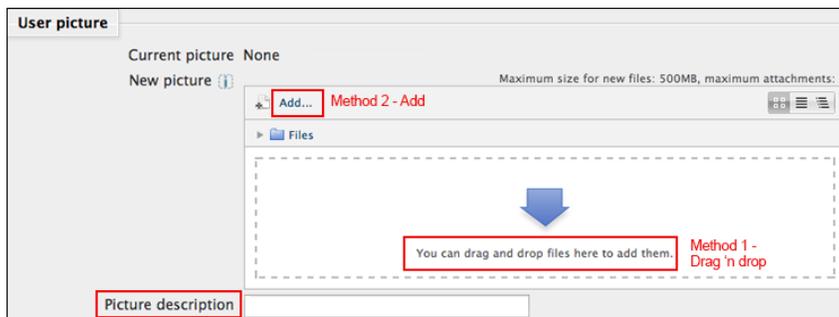
See next page for the steps to upload a profile photo.

How to Edit Your Profile in WebAccess 2+

There are two ways to upload your photo:

METHOD 1: Drag and drop (The easy way)

1. Simply drag your image file from your desktop to the drag-and-drop area, and
2. Add a Picture description. (This provides a textual description for screen readers, so make your description precise and concise).
3. Scroll to the bottom of the Edit profile page and click **Update profile**.



METHOD 2: Use Add... (not difficult, but has more steps)

1. Click on the **Add...** link
 2. When the File Picker window opens, click on Upload a file at left.
 3. Click on the **Browse** button to find your image file.
 4. Double-click the file, or select it and click **Open**.
 5. In the Save as field, enter the short file name of your pic.
 6. Click the **Upload this file** button.
 7. Add a Picture description. (This provides a textual description for screen readers, so make your description precise and concise).
3. Scroll to the bottom of the Edit profile page and click **Update profile**.