

Changing your Profile

Your Educator profile which includes your first and last name and your password can be changed if your information looks to be incorrect. We recommend that you change your password from time to time for security purposes.

To modify your profile and Educator password -

- Click on the '**My Profile**' link in your left navigation bar.



- On the '**My Profile**' page you will have the option to change your personal information

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| Title: | <input type="text"/> |
| First Name: | <input type="text"/> |
| Middle Name: | <input type="text"/> |
| Last Name: | <input type="text"/> |
| E-Mail Address: | <input type="text"/> |
| IMPORTANT NOTE: The E-Mail Address above is NOT the address where mail will automatically forward to. You need to Set forwarding options | |
| Year in School: | <input type="text"/> |
| Hometown: | <input type="text"/> |
| Major: | <input type="text"/> |
| Profile Privacy | <input type="text" value="Show to Instructor Only"/> Your name and e-mail address are displayed regardless of privacy option |

- To change your password, scroll down to the '**Password**' box.

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| Password: | <input type="password" value="••••••••"/> |
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- You can type in your new password in this box and scroll down to click on the '**Re-create Profile**' button.

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| <input type="button" value="Re-create Profile"/> | <input type="button" value="Clear Form"/> |
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Helpful Tip: At the bottom of your Educator page, you will see an icon for Account settings that resembles a Key. This is a shortcut to make changes to your profile. The Account Security feature allows you to customize the security settings in your account like password Changes.

