GETTING STARTED: Editing User Profile and Image

Once you have logged into the Brightspace environment, you will be placed on the institutional homepage.

From here, you can edit your user profile and image. To do so, follow these steps:

1. On the top-right of the minibar, **click on your name**
2. In the resulting dropdown menu**, click profile**
3. Below the placeholder for your picture, **click change picture**

4. **Click my computer** to indicate that is where you will be pulling your image from (alternately, you can **click my locker** if you have an image stored there)
5. In the select a profile picture window, you can **drag and drop an image** from your computer, **or click upload** to see a list of files on your computer
6. **Click add**
7. **Enter** your (optional) tagline and interest/hobbies in the text boxes provided
8. **Click save and close**