

Editing Your User Profile

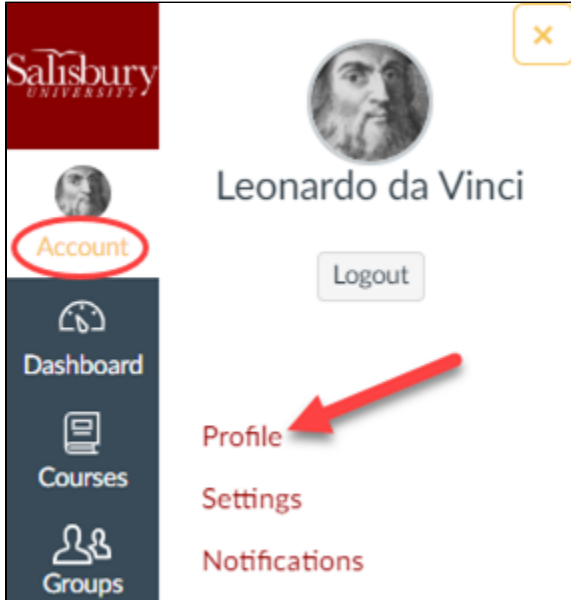
MyClasses Profile and User Settings let you customize your personal information in MyClasses. This step-by-step guide explains how to modify your name to a preferred name or nickname, add a profile picture, and select a preferred pronoun and more.

Please Note

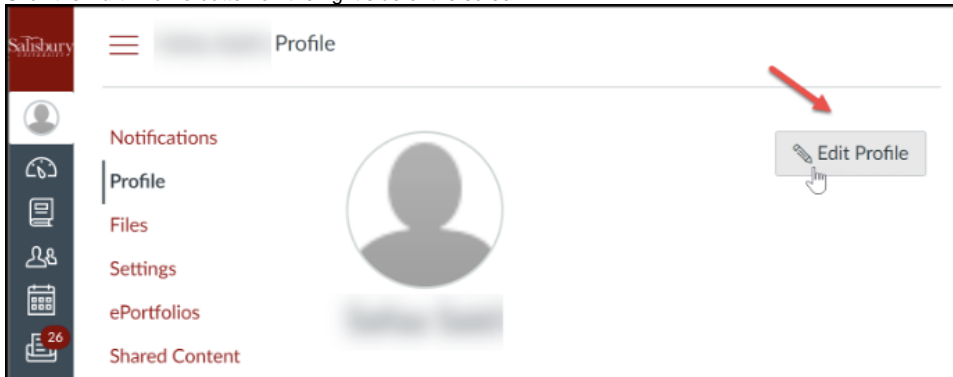
You can click on the images below to see them larger and with more detail.

Editing Your Profile Step-by-Step Guide

1. Log into MyClasses and select **Account** at the top of the Global Navigation menu on left.
2. Select **Profile**.



3. Click the **Edit Profile** button on the right side of the screen.



Bullet list

4. Here you can:
 - A. Change profile picture
 - B. Add your preferred name
 - C. Select preferred pronouns

D. Add a title (i.e. Student, Professor, etc.)

The screenshot shows the Salinity profile editing page. On the left is a sidebar with navigation links: Notifications, Profile, Files, Settings, ePortfolios, Shared Content, Library Chat, Folio, NameCoach Profile, QR for Mobile Login, Global Announcements, and a 'Check the contact methods you'd like' link. The main area is titled 'Profile' and contains a 'Cancel Editing' button. Below the profile picture icon is a 'Name:' field with a placeholder 'Enter preferred name' and a 'Pronouns:' dropdown menu with 'None' selected. Below that is a 'Title:' field with a placeholder 'Enter preferred title'. A 'Contact' section is partially visible at the bottom.

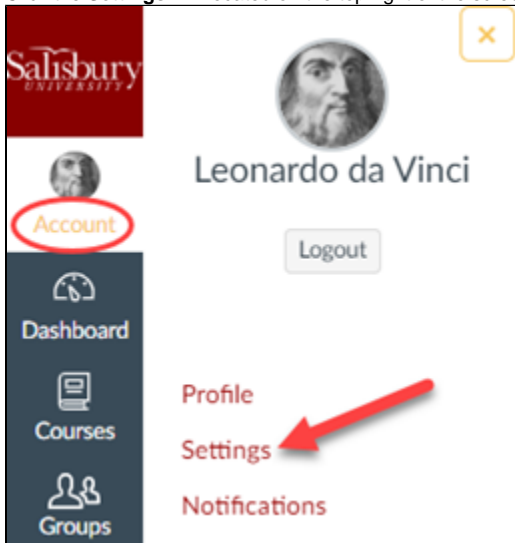
1. To upload a profile picture, click the profile picture icon, click "choose a picture" to locate a picture from your computer, and click **Save** to finish uploading the picture. Once you are done customizing your profile, click the **Save Profile**.

The screenshot shows the Salinity profile page for 'Leonardo da Vinci'. The profile picture is a portrait of Leonardo da Vinci. Below the name is a 'Contact' section with the text 'No registered services, you can add some on the settings page.' Below that is a 'Biography' section with the text 'Original Renaissance Man.' A red arrow points to the profile picture icon, and a callout box says 'Click to change profile pic'.

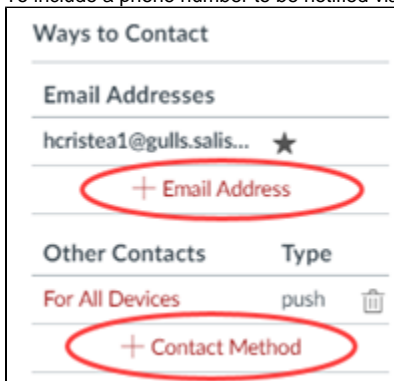
The screenshot shows the 'Links' section of the Salinity profile. It has two columns: 'Title' and 'URL'. There are two rows of input fields. A red arrow points to the 'Save Profile' button at the bottom right. A 'Cancel' button is also visible.

Adding Additional Contact Methods Step-by-Step Guide

1. Click the **Settings** link located on the top right of the screen.



2. Here you can edit **Ways to Contact**, located on the right side of the screen.
 - a. To include a second email address you can select the "Add Email Address" option.
 - b. To include a phone number to be notified via SMS messaging select "Add Contact Method."



Note: When adding a Cellular Phone, a verification message will be sent to the selected number.