

Seaport 3

Edit Personal Profile

1. After logging in, from the Seaport Desktop click **Edit Profile** (Figure 1).

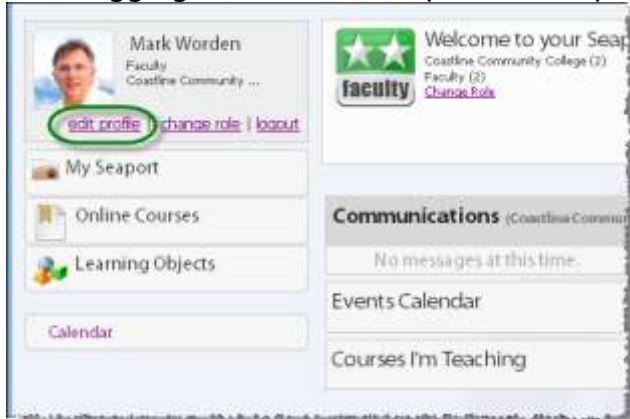


Figure 1

NOTE: On the Edit Your Profile page you will see Personal Information and Public Information (optional) (Figure 2).

A screenshot of the 'EDIT YOUR PROFILE' page. The 'PERSONAL INFORMATION' section includes fields for First Name (Mark), Last Name (Worden), Email (mworden@coastline.edu), and Password (with a 'Change Password' link). The 'PUBLIC INFORMATION (OPTIONAL)' section includes a 'My Profile is:' section with radio buttons for 'Private' and 'Public' (selected), a 'Displayed Email' field (mworden@coastline.edu), and a photo upload area with an 'Upload a file' button.

Figure 2

2. In the Personal Information area enter the requested information in the appropriate text field (this information is private and only used by the system administrators, unless you choose the Public option). You can change your password here if you wish.
3. In the Public Information (optional) area you can enter an email address to display, upload a photo, and provide biographical information in the appropriate text fields. In this area you can choose whether your profile will be Private or

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Public. The default is Private, so you will need to select Public if you wish your name and information to be viewable.

NOTE: Students who choose Private will not have their names displayed to other students. Their initials will be displayed only.

4. Click **Save This Page** after entering desired information.